H. G. BARTHEL
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REGULATIONS

FOR

THE ARMY OF THE UNITED STATES

1913

CORRECTED TO APRIL 15, 1917
(CHANGES, NOS. 1 TO 55)

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1917

War Department,
Document No. 454.

WAR DEPARTMENT,

Washington, November 15, 1913.

The PRESIDENT OF THE UNITED STATES directs that the following *Regulations for the Army* be published for the government of all concerned, and that they be strictly observed. Nothing contrary to the tenor of these Regulations will be enjoined in any part of the forces of the United States by any commander whomsoever.

LINDLEY M. GARRISON,

Secretary of War.

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The following paragraphs embody material changes in the 1910 edition of the Army Regulations, which have not been published in *Changes*.

9	194	521	1009	1139	1346
32	198	549	1012	1147	1350
49	223	563	1013	1148	1361
51	224	572	1021	1152	1362
53	224½	573	1023	1167	1365
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170	383	742	1122	1217	1505
171	386	803	1123	1218	1505½
173	387	837	1127	1221	1551
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Act of June 18, 1898, 30 Stat., 484 (sections, 3, 4, 5, and 6).
Act of March 2, 1901, 31 Stat., 950 (section 1).
Act of March 3, 1911, 36 Stat., 1044.
Act of March 2, 1913, 37 Stat., 721 (extract).
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REGULATIONS

FOR THE

ARMY OF THE UNITED STATES.

ARTICLE I.

MILITARY DISCIPLINE.

1. All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors.

2. Military authority will be exercised with firmness, kindness, and justice. Punishments must conform to law and follow offenses as promptly as circumstances will permit.

3. Superiors are forbidden to injure those under their authority by tyrannical or capricious conduct or by abusive language. While maintaining discipline and the thorough and prompt performance of military duty, all officers, in dealing with enlisted men, will bear in mind the absolute necessity of so treating them as to preserve their self-respect. Officers will keep in as close touch as possible with the men under their command and will strive to build up such relations of confidence and sympathy as will insure the free approach of their men to them for counsel and assistance. This relationship may be gained and maintained without relaxation of the bonds of discipline and with great benefit to the service as a whole. (*C. A. R., No. 35.*)

4. Courtesy among military men is indispensable to discipline; respect to superiors will not be confined to obedience on duty, but will be extended on all occasions.

5. Deliberations or discussions among military men conveying praise or censure, or any mark of approbation, toward others in the military service, and all publications relating to private or personal transactions between officers, are prohibited. Efforts to influence legislation affecting the Army, or to procure personal favor or consideration, should never be made except through regular military channels; the adoption of any other method by any officer or enlisted man will be noted in the military record of those concerned.

ARTICLE II.

PRECEDENCE OF REGIMENTS AND CORPS.

6. On occasions of ceremony, except funerals and reviews of large forces, troops will be arranged from right to left in line, and from head to rear in column, in the following order: First, Infantry; second, Field Artillery; third, Cavalry. Artillery, Engineer, and Signal Corps troops, equipped as Infantry,

are posted as Infantry; dismounted Cavalry and marines attached to the Army are on the left of the Infantry in the order named; companies or detachments of the Medical Department and mounted detachments of Engineers are assigned to places according to the nature of the ceremony; mounted companies and detachments of the Signal Corps are posted as Cavalry. When Cavalry and Field Artillery are reviewed together without other troops, the Artillery is posted on the left. Troops in column in funeral escorts will be arranged from head to rear in the following order: First, Cavalry; second, Field Artillery; third, Infantry. In the same arm, Regulars, Militia in the service of the United States, and Volunteers are posted in line from right to left, or in column from head to rear, in the order named. In reviews of large bodies of troops the different arms and classes are posted at the discretion of the commanding general, due regard being paid to their position in camp. On all other occasions troops of all classes are posted at the discretion of the general or senior commander. (*C. A. R. No. 55.*)

ARTICLE III.

Rank and Precedence of Officers and Noncommissioned Officers.

7. Military rank is that character or quality bestowed on military persons which marks their station and confers eligibility to exercise command or authority in the military service within the limits prescribed by law. It is divided into degrees or grades which mark the relative positions and powers of the different classes of persons possessing it.

8. Rank is generally held by virtue of office in an arm of the service, corps, or department, but may be conferred independently of office, as in the case of retired officers and of those holding it by brevet.

9. The following are the grades of rank of officers and noncommissioned officers:

1. Lieutenant general.
2. Major general.
3. Brigadier general.
4. Colonel.
5. Lieutenant colonel.
6. Major.
7. Captain.
8. First lieutenant.
9. Second lieutenant.
10. Aviator, Signal Corps.
11. Cadet.
12. (*a*) Sergeant major, regimental; sergeant major, senior grade, Coast Artillery Corps; (*b*) quartermaster sergeant, senior grade, Quartermaster Corps; master hospital sergeant, Medical Department; master engineer, senior grade, Corps of Engineers; master electrician, Coast Artillery Corps; master signal electrician; band leader; (*c*) hospital sergeant, Medical Department; master engineer, junior grade, Corps of Engineers; engineer, Coast Artillery Corps.
13. Ordnance sergeant; quartermaster sergeant, Quartermaster Corps; supply sergeant, regimental.
14. Sergeant major, squadron and battalion; sergeant major, junior grade, Coast Artillery Corps; supply sergeant, battalion, Corps of Engineers.
15. (*a*) First sergeant; (*b*) sergeant, first class, Medical Department; sergeant, first class, Quartermaster Corps; sergeant, first class, Corps of En-

gineers; sergeant, first class, Signal Corps; electrician sergeant, first class, Coast Artillery Corps; electrician sergeant, Artillery Detachment, United States Military Academy; assistant engineer, Coast Artillery Corps; (*c*) master gunner, Coast Artillery Corps; master gunner, Artillery Detachment, United States Military Academy; band sergeant and assistant leader, United States Military Academy band; assistant band leader; sergeant bugler; electrician sergeant, second class, Coast Artillery Corps; electrician sergeant, second class, Artillery Detachment, United States Military Academy; radio sergeant.

16. Color sergeant.

17. Sergeant; supply sergeant, company; mess sergeant; stable sergeant; fireman, Coast Artillery Corps.

18. Corporal.

In each grade and subgrade date of commission, appointment, or warrant determines the order of precedence. (*C. A. R., Nos. 15, 25, and 46.*)

10. Officers of the same grade of the Regular Army, of the Organized Militia in the service of the United States, and of Volunteers take precedence in the order named. Officers of the Marine Corps, when detached for service with the Army by order of the President and while serving with the Army under that order, are upon equal footing with officers of the Regular Army and take precedence in each grade by date of commission.

11. Between officers of the same grade and date of appointment or commission, other than through promotion by seniority or appointment of enlisted men to the grade of second lieutenant under the act of July 30, 1892, relative rank is determined by length of service, continuous or otherwise, as a commissioned officer of the United States, either in the Regular Army or, since April 19, 1861, in the volunteer forces. When periods of service are equal, precedence will, except when fixed by order of merit on examination, be determined, first, by rank in service when appointed; second, by former rank in the Army or Marine Corps; third, by lot.

12. The relative rank between officers of the Army and Navy is as follows, lineal rank only being considered:

General with admiral.
Lieutenant general with vice admiral.
Major general with rear admiral.
Brigadier general with commodore.[1]
Colonel with captain.
Lieutenant colonel with commander.
Major with lieutenant commander.
Captain with lieutenant.
First lieutenant with lieutenant (junior grade).
Second lieutenant with ensign.

ARTICLE IV.

COMMAND.

13. Command is exercised by virtue of office and the special assignment of officers holding military rank who are eligible by law to exercise command. Without orders from competent authority an officer can not put himself on duty by virtue of his commission alone, except as contemplated in the twenty-fourth and one hundred and twenty-second articles of war.

14. The following are the commands appropriate to each grade:

1. For a captain, a company.
2. For a major, a battalion.
3. For a colonel, a regiment.
4. For a brigadier general, a brigade.
5. For a major general, a division.

[1] The grade of commodore ceased to exist as a grade of rank on the active list in the Navy of the United States on Mar. 3, 1899. By sec. 7 of the act of Mar. 3, 1899 (30 Stat. L., 1005), the nine junior rear admirals are authorized to receive the pay and allowances of brigadier generals in the Army.

15. The designation "company," as used in these regulations, applies to troops of Cavalry, batteries of Field Artillery, and to companies and bands of all arms and corps. The designation "battalion" applies in like manner to squadrons of Cavalry.

16. The functions assigned to any officer in these regulations by title of office devolve upon the officer acting in his place, except when otherwise specified. An officer in temporary command shall not, except in urgent cases, alter or annul the standing orders of the permanent commander without authority from the next higher commander.

17. An officer who succeeds to any command or duty stands in regard to his duties in the same situation as his predecessor. The officer relieved will turn over to his successor all orders in force at the time and all the public property and funds pertaining to his command or duty.

18. An officer of Engineers not on duty with Engineer troops, or of Ordnance, or of the Adjutant General's, Inspector General's, or Judge Advocate General's Department, Quartermaster, or Signal Corps, or of the line, detailed to fill a vacancy in these staff departments or corps, though eligible to command, according to his rank, shall not assume command of troops unless put on duty under orders which specially so direct, by authority of the President.

19. An officer of the Medical Department can not exercise command, except in his own department; but any staff officer, by virtue of his commission, may command all enlisted men like other commissioned officers.

20. When an officer is charged with directing an expedition or making a reconnaissance, without having command of the escort, the commander of the escort will consult him touching all arrangements necessary to secure the success of the operation.

ARTICLE V.

Appointment and Promotion of Commissioned Officers.

21. Notices of appointments and promotions are issued by the War Department through The Adjutant General of the Army.

22. Appointment to the grade of general officer is made by selection from the Army.

23. Oaths of office of officers of the Army will be taken before an officer of the Army authorized by the provisions of the one hundred and fourteenth article of war to administer oaths; or before an officer authorized by the laws of the United States or by the local municipal law to administer oaths. (*C. A. R., No. 55.*)

24. Promotions in established staff corps and departments are limited to officers holding permanent appointments therein and to include the grade of colonel will be made by seniority, subject to the examinations required by law.

25. Promotions in the line of the Army to include the grade of colonel, in each arm of the service, will be made by seniority, subject to the examinations required by law.

26. Whenever any officer is ordered before an examining or retiring board the originals or copies of all official records affecting his character or efficiency, on file in any bureau of the War Department, will be furnished to The Adjutant General of the Army and by him forwarded for the consideration of the board.

27. Rescinded.

See Special Regulations No. 1.

(*C. A. R., No. 55.*)

28. Rescinded.

See Special Regulations No. 1.

(*C. A. R., No. 55.*)

29. Rescinded.

See Special Regulations No. 1.

(*C. A. R., No. 55.*)

30. Rescinded.

See Special Regulations No. 1.

(*C. A. R., No. 55.*)

31. Rescinded.

See Special Regulations No. 1.

(*C. A. R., No. 55.*)

32. Rescinded.

See M. C. M., pars. 41, 43, and 311.

(*C. A. R., No. 55.*)

33. Rescinded.

(*C. A. R., No. 26.*)

34. Rescinded.
See Special Regulations No. 1.
(*C. A. R., No. 55.*)

35. Rescinded.
See Special Regulations No. 1.
(*C. A. R., No. 55.*)

36. Rescinded.
See Special Regulations No. 1.
(*C. A. R., No. 55.*)

37. Rescinded.
See Special Regulations No. 1.
(*C. A. R., No. 55.*)

ARTICLE VI.

DETAILS.

38. Regulations respecting details of line officers to the staff, together with such rules as may be prescribed by the President in regard to examinations therefor, will be announced in orders from time to time by the War Department.

39. In making details for detached service and for duty in the several staff corps and departments in which vacancies are filled by details from the line, consideration will be given to long service with troops and to the efficiency and peculiar fitness of an officer as evidenced by his compiled efficiency record and as far as practicable to his desires as expressed in his Personal Report and Statement of Preferences. (*C. A. R., No. 20.*)

40. Except as otherwise specifically provided for in the acts of Congress approved August 24, 1912, March 2, 1913, and April 27, 1914, no officer holding a permanent commission in the line of the Army with rank below that of major, who shall not have been actually present for duty for at least two of the last preceding six years with a troop, battery, or company of that branch of the Army in which he shall hold said commission, shall in time of peace be detached or permitted to remain detached from such troop, battery, or com-

pany for duty of any kind; nor shall any officer holding a permanent commission in the line of the Army with rank of colonel, lieutenant colonel, or major, who shall not have been actually present for duty for at least two of the last preceding six years with a command composed of not less than two troops, batteries, or companies of that branch of the Army in which he shall hold said commission, be detached or permitted to remain detached in time of peace from such command for duty of any kind, except as otherwise specifically provided for in the acts cited in this paragraph. (*C. A. R., Nos. 5, 8, and 10.*)

41. Except when detailed in the General Staff Corps, general officers are authorized to have aids as follows:

The lieutenant general, two aids and a military secretary who have the rank of lieutenant colonel while so serving; a major general, three aids to be taken from the captains or lieutenants of the Army; a brigadier general, two aids to be taken from the lieutenants of the Army. An officer assigned to duty in accordance with his brevet rank as major general or brigadier general may, with the special sanction of the War Department, be allowed the aids of the grade. General officers may select their aids from officers serving in their command subject to the restrictions prescribed in paragraph 40, but appointments as aids of officers serving without such limits must receive the approval of the War Department.

42. The laws, regulations, and instructions governing the details of officers of the Army, active and retired, at educational institutions will be published from time to time by the War Department.

ARTICLE VII.

Chaplains.

43. Regimental chaplains and chaplains of the Coast Artillery Corps will be assigned and transferred by the Secretary of War.

44. It will be the duty of commanders of regiments, hospitals, and posts to afford to chaplains, assigned to the same for duty, such facilities as may aid them in the performance of their duties. One enlisted man will be detailed on special duty by the commanding officer of any organization to which a chaplain is assigned for duty, for the purpose of assisting the chaplain in the performance of his official duties. At posts where school-teachers are provided from the Quartermaster Corps the school-teacher will be detailed as assistant to the chaplain in place of an enlisted man of the line.

The instruction of the enlisted men in the common English branches of education is made by law one of the duties of chaplains. They will not be employed on duties other than those required of them by law or pertaining to their profession, except when the exigencies of the service, a result of deficiency in number of officers present, require it. (*C. A. R., No. 23.*)

45. Chaplains will render monthly reports of the duties performed by them, and of all births, baptisms, marriages, and deaths occurring in connection with the command with which they are serving. At a station where there are two or more chaplains on duty the commanding officer will designate the chaplain to report these occurrences that pertain to the station and not to an organization to which a chaplain is assigned. The reports will be made on the prescribed form and will be forwarded by the post commander directly to The Adjutant General of the Army. (*C. A. R., No. 23.*)

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46. Chaplains will not be required to turn out with troops on occasions of ceremony, but will be inspected at chapels, schoolrooms, libraries, or such places as may be designated by commanding officers.

46½. Further duties of chaplains may include the following:

1. When directed by the post or regimental commander the chaplain may have charge of the recreations and amusements of enlisted men of his post or regiment, assisted by a committee of noncommissioned officers composed of one from each company and detachment with which he is serving.

2. To counsel as to their moral welfare and advise with all recruits on arrival at their permanent assignments and with all enlisted men under arrest or confinement and before trial, such men to be sent to the chaplain's office or such place as the commanding officer may prescribe for this purpose. Communications, verbal or written, between the chaplain and enlisted men subject to trial or discipline shall be treated as confidential and privileged.

3. To have charge of the mail in the field.

4. To assist and encourage correspondence between soldiers and their relatives and friends, especially the sick in hospital. All inquiries from relatives and friends as to the general welfare of enlisted men addressed to officers of the command may be turned over to the chaplain to answer or cause to be answered by the person inquired of, as the case may require.

5. To be custodian of the chaplain's fund. (*C. A. R. No. 23.*)

ARTICLE VIII.

Transfer or Exchange of Officers.

47. Officers may be transferred from one arm or corps to another, on mutual application, with rank as of the date of rank of the junior officer previous to the transfer, when the result of such transfer will not place the name of either officer on the lineal list of the arm or corps to which he is transferred above that of any other officer whose name originally occupied a place on the relative list above that of the officer so transferred; when transfers, on mutual application, can not be made without such a result, officers may be transferred with their consent, with such dates of rank as will not result in placing the name of either on the lineal list of the arm or corps to which he is transferred above that of any other officer whose name originally occupied a place on the relative list above that of the officer so transferred; but this regulation will not operate to prevent the transfer of an officer so that his name will appear above that of another officer who was originally his senior on the relative list but who has been reduced in lineal and relative rank by sentence of court-martial or who shall have lost such rank through failure to pass the required examination for promotion. An officer of the lowest grade in any arm or corps who may be transferred, on his own application, to a vacancy in his grade in any other arm or corps will take rank next after the junior officer of the arm or corps to which he is transferred, and will be nominated for reappointment, with a new date of rank if necessary to fix his proper position, and upon confirmation will be recommissioned accordingly. These new appointments and commissions will determine the rank of transferred officers in their regiments and corps as well as in the Army. (*C. A. R., No. 33.*)

48. Officers in each arm of the service will be transferred from one regiment to another therein, as the interests of the service require, by orders from the War Department, without change of rank or commission. The transfer or exchange of company officers of a regiment will be made only as the interests

of the service require by the regimental commander when change of station is not involved; in cases involving change of station, by the regimental commander, with the approval of the authority competent to direct the necessary travel.

Coast defense commanders have the same authority in transferring lieutenants of the Coast Artillery Corps within their commands as is herein given to regimental commanders.

Transfers and exchanges made under this paragraph will be immediately reported to the War Department.

In order to maintain continuity of policy in each company and avoid unnecessary changes in command thereof, regimental and coast defense commanders will endeavor to retain company officers on duty with the same companies of their commands as long as possible. Before making assignments or transfers they will consider the probability of an officer's continued service with the company to which assigned or transferred in order to avoid his assignment or transfer to the command of a company from which he may soon be detached for other duty. (*C. A. R., No. 35.*)

ARTICLE IX.

Leaves of Absence to Officers.

49. Under such restrictions as may be imposed by higher authority, post commanders, officers commanding general depots of supply, and commanding officers of general hospitals may grant leaves of absence for one month. Brigade and district commanders may grant leaves of absence for one month to the officers of their respective staffs. (*C. A. R., No. 13.*)

50. The commander of a post may take leave of absence not to exceed one month at one time, reporting the fact to his next superior commander. The commander of a brigade or district may take leave of absence not to exceed two months at one time, reporting the fact to his next superior commander.

When a general officer commanding a territorial department, tactical division, brigade, post, or station avails himself of a leave of absence, his authorized aid or aids, if not granted leave of absence by proper authority, will report for duty to the officer falling in temporary command of such territorial department, tactical division, brigade, post, or station. When such general officer is under orders to change station without troops, and takes advantage of a leave of absence before he joins his new station, his authorized aid or aids will remain on duty at the old station, unless granted leave of absence at the same time.

In cases arising under paragraph 1294, Army Regulations, the status of an aid prior to the receipt by him of an order of assignment of the general officer to whom accredited is identical with that of the general officer concerned; the aid, under these conditions, may either proceed at once to the new station of his general or may avail himself of a leave of absence coincident with that of his general by notifying The Adjutant General of the Army to that effect. (*C. A. R., No. 33.*)

51. The commander of a territorial department, tactical division, or separate brigade may grant leaves for four months, or they may extend to such periods those already granted. Applications for leaves of more than four months' duration will be forwarded for the action of the War Department. A department commander may grant leave of absence to an officer belonging or assigned to a station in his command, who is under orders to join such station upon his relief from temporary duty, or from duty on foreign service, in a staff corps or department, at the United States Military Academy, at a service school, or from

other detached duty. Leaves so granted will not be effective until on or after the date of completion of the temporary or other duty. In such cases the application for leave should, whenever practicable, be submitted to the immediate commander and be forwarded by him through the proper channels to the department commander concerned. General officers stationed within the continental limits of the United States will not grant themselves leaves to pass beyond those limits, nor will general officers serving in the Philippine or Hawaiian Departments grant themselves leaves to go beyond the limits of those departments. Those in command of territoral departments will not grant leaves to themselves to pass beyond the limits of their own commands without first obtaining the sanction of higher authority.

52. Chiefs of bureaus may grant leaves for four months to officers of their respective corps serving under their immediate direction, or extend to that period those already granted to such officers.

53. Leaves of absence for three months, from date of graduation, will be allowed to graduates of the Military Academy, except in the cases of Filipinos admitted to the Academy under the act of Congress approved May 28, 1908, to whom four months' graduation leave will be allowed. Such leaves will not be counted against them in subsequent applications for leave, but can not be postponed to another time.

A graduate who is ordered on temporary duty at the Military Academy while on graduation leave will revert to leave status on completion of the duty and will be permitted to complete a period of three months on graduation leave exclusive of the time spent on such duty.

54. Leaves of absence will not be granted so that a company will be left without a commissioned officer, or a post without two commissioned officers and competent medical attendance; nor will leave of absence be granted to an officer during the season of active operations, except in case of urgent necessity.

55. Leave of absence exceeding 10 days, except under extraordinary circumstances particularly stated in the application, will not be granted to an officer until he has joined his regiment or corps and has served therein at least two years.

56. An application for leave must state its desired duration and be forwarded through military channels. Intermediate commanders will indorse thereon their recommendations.

57. The commanding officer will refer applications for leaves of absence on account of sickness to the surgeon. The surgeon will examine the applicant, and should he find the leave necessary to restore health he will submit to the commanding officer a medical certificate in the prescribed form, stating explicitly the nature, seat, and degree of the disease, wound, or disability, the cause thereof, if known, and the period during which the officer has suffered from it. He will also give his opinion whether the disease, wound, or disability can be satisfactorily treated within the department in which the officer is stationed, or whether a change of climate or locality is necessary to afford more rapid or perfect recovery, in which case the special place or region recommended will be designated, with reasons therefor. The surgeon will also state whether in his opinion the disease, wound, or disability requires treatment by a specialist, and, if so, the nearest place where it can be obtained; also whether the wound or disease incapacitates the officer from all duty, or whether he can perform special duty, and, if so, the kind that he may undertake without endangering his ultimate cure.

58. Leaves of absence will be granted in terms of months and days, as "one month," "one month and ten days." A leave of absence commences on the day following that on which the officer departs from his proper station. The day

of departure, whatever the hour, is counted as a day of duty; the day of return as a day of absence.

Leave for one month, commencing on the first day of a calendar month, will expire with the last day of the month, whatever its number of days. Commencing on an intermediate day, the leave will expire the day preceding the same day of the next month.

The expiration of his leave, whether granted on account of sickness or not, must find an officer at his station, except as indicated in paragraphs 60 and 1293.

59. A leave of absence granted to an officer in the field or on special duty will take effect on the termination of the campaign or on the completion of such duty, unless his services can sooner be spared. In all other cases an officer is expected to avail himself of a leave as soon as proper facilities offer, unless a specific date is stated in the order, and if unable to do so he will report the fact to the authority granting the leave.

60. Leaves of absence granted, for the purpose of visiting the United States, to officers of the Army serving in Alaska or beyond the limits of the United States, will be regarded as taking effect upon the respective dates upon which such officers reach, or might have reached, the United States. Officers performing the journey in the most direct way customary will be regarded as on detached service while en route to and from the United States.

An officer going to or returning from duty in the Philippine Islands, who desires to make the journey by a route other than the customary one and to visit foreign countries on leave of absence while en route, will be credited (in addition to the amount of time covered by the leave of absence granted to him) with a period of 30 days as on detached service to cover the average amount of time necessary to perform the journey from the Philippine Islands to the usual port of arrival in the United States, or from said port to the Philippine Islands.

61. Officers on leave of absence will not leave the United States to go beyond the sea without permission from the authority granting the leave of absence or from higher authority.

62. An officer of the Army visiting foreign countries, whether on duty or leave, will avail himself of all proper opportunities to obtain military information, especially such as pertains to his branch of the service. He will report the results of his observations to The Adjutant General of the Army on his return to duty, or sooner if practicable.

63. The Department of State issues special passports for the use of officers of the Army traveling abroad, either on duty or leave of absence, but only on the request of the War Department, and never on the direct request of the officers themselves. Applications of officers for special passports will be addressed to The Adjutant General of the Army, will set forth the use to be made of them, and must, in all cases, be accompanied by the fee of $1, which is required by law to be collected for every citizen's passport issued.

64. An officer granted leave of absence for more than 10 days will, upon taking advantage thereof, report to his post and regimental or corps commander and to The Adjutant General of the Army the date of his departure and his new address, and thereafter he will immediately report any change in his address and the date of return to duty to the same officers. Verbal permits for less than 24 hours are not counted as leaves of absence, but every other absence, of whatever duration, with date of departure and return, will be noted on the rolls and returns.

65. Permission to hunt will not be considered as a leave of absence if the officer on his return to the station forwards to department headquarters, through

his commanding officer, a certificate that his time while absent was employed solely in hunting, and furnishes a report giving as complete a description as possible of the country traversed by him.

66. Permission to hunt may be granted by department or post commanders for periods not exceeding 10 days. Like permission may be granted by brigade and district commanders to officers of their respective staffs. (*C. A. R., No. 12.*)

67. All applications for extensions of leaves of absence or for delays, and all correspondence regarding them, will pass through military channels.

ARTICLE X.

Officers Traveling on Duty.

68. When an officer is ordered without troops from one post of duty to another, he will proceed by the shortest usually traveled route, without unnecessary delay. Upon his arrival at his new post, he will immediately report to the commanding officer the date of his departure from his former station, and submit a copy of his order, noting thereon the date he received it. If he shall appear to have made unnecessary delay en route, he will be required to explain the cause thereof in writing. If the post commander deem the explanation unsatisfactory, he will forward the same, with a statement of the facts in the case, to the department commander. If the officer be superior in rank to the post commander, the required report will be made by the officer himself to the department commander.

69. Orders detaching an officer for a specific duty will direct him to return to his proper station on the completion of the duty assigned him when it is intended that he shall do so.

70. Delays in obeying orders, in reporting for duty, or in returning to duty from leave can not be authorized except by the War Department. Such delays will be regarded as leaves of absence, unless it be stated in the order granting them that they are in the interest of the public service.

71. Orders contemplating the payment of mileage must state the specific duty enjoined, and that the travel directed is necessary in the military service. They will not direct travel beyond the limits of the command of the officer who issues them, except that the commanders of the Philippine and Hawaiian Departments may order officers of their commands to return to the United States in cases of emergency, in which the travel directed is manifestly for the public interest or is necessary to save life. When a general officer is ordered on duty beyond the limits of his command, he may order an officer of his staff to accompany him; if ordered to change station, he may order the necessary change of station of his personal staff.

72. Staff officers not serving under division or department commanders will apply to the War Department for orders directing necessary travel on public business.

73. When urgent public duty has compelled travel, without authority previously obtained, the case will be immediately reported to the proper superior officer, whose approval in subsequent orders will be accepted as though previously issued.

74. Orders directing officers to visit Washington for the settlement of their accounts will be issued only by the War Department.

75. Officers and enlisted men reporting as witnesses before a civil court should receive from the civil authorities the necessary expenses incurred in travel and attendance; neither mileage nor travel allowances will be paid in such cases by the War Department. If, however, it is absolutely necessary to furnish them trans-

portation in kind to enable them to appear as witnesses for the Government before a civil court of the United States, an account of such expenditure, together with the evidence that they were properly subpœnaed and did attend the court, will be forwarded to the War Department for presentation to the Department of Justice. Officers providing such transportation will notify the marshal of the court that it was furnished, specifying points between which furnished, whether one way or round trip, and that it was furnished to enable the witnesses to perform the requisite journeys in obedience to the summons. (*C. A. R., No. 4.*)

ARTICLE XI.

Retirement of Officers.

76. When an officer has become incapable, from any cause, of performing the duties of his office, his immediate commander will report the facts through military channels for the action of the Secretary of War. The report in each case will contain specific statements showing in full in what manner the incapacity has been evidenced.

77. Habitual intemperance, gambling, or other vices that tend to corrupt an officer and lower the professional standard will be regarded as proper subjects for the consideration and report of a retiring board.

78. When ample testimony establishes the fact that an officer has through vicious indulgence slighted or neglected his duties to such a degree as to make it unsafe to intrust him with a command, or with responsibility that properly belongs to his grade, and when it is shown that such habits have continued for such length of time as to render permanent reformation improbable, this fact, rather than his condition when he appears before the board, shall weigh in its finding as to his incapacity for active duty.

ARTICLE XII.

Resignation of Officers.

79. A resignation tendered by an officer will be forwarded by his commanding officer, through prescribed channels, to the War Department for the decision of the President. Until duly accepted, the officer will not be considered as out of the service.

80. A resignation tendered under charges will be forwarded, accompanied by a report of the case, and, if practicable, by a copy of the charges. All correspondence with the War Department, on the part of the officer who tenders the resignation, will be conducted through prescribed channels.

81. Leave of absence will not be granted on tender of resignation unless the resignation be unconditional and immediate. When leave is requested, the officer's address will accompany the resignation.

82. An officer of the Army on the active list who accepts or exercises the functions of a civil office contrary to law thereby ceases to be an officer of the Army. An officer on the active list can not lawfully accept or hold any office created by State or municipal authority, whether in State military organizations or otherwise.

ARTICLE XIII.

Deceased Officers.

83. The death of an officer, with place, cause, day, and hour, will be reported without delay, by telegraph, by his immediate commander directly to The Adjutant General of the Army, and also to the brigade, coast artillery district,

and department commanders. If the officer was on the active list of the Army, the report will show whether or not his death was from wounds or disease contracted in line of duty, and whether or not his death was from wounds or disease the result of his own misconduct. In case of the death of a retired officer, or of an officer on the active list who has no immediate commander, the medical officer, if one be present, or any officer having cognizance of the fact, will make the report to The Adjutant General of the Army. In case the officer was on the active list and died from wounds or disease not the result of his own misconduct, The Adjutant General of the Army will notify the Quartermaster General of that fact. (*C. A. R., No. 10.*)

84. Inventories in duplicate of the effects of deceased officers, as required by the one hundred and twelfth article of war, will be transmitted to The Adjutant General of the Army. If legal representatives take possession of the effects, the fact will be stated in the inventory. (*C. A. R., No. 55.*)

85. If there be no legal representatives present to receive the effects, a list of them will be sent to the nearest relative of the deceased. If not claimed within a reasonable time, they will be sold at auction and accounted for as in the case of deceased soldiers. Swords, watches, personal papers, trinkets, and similar articles will be labeled with the name, rank, regiment, and date of death of the owner and sent directly to The Adjutant General of the Army to be forwarded to the Auditor for the War Department for the benefit of those legally entitled to them. The accounts of deceased officers will be settled as provided for in paragraph 166.

86. On the death of an officer in charge of public property or funds, his commanding officer will appoint a board of officers, three when practicable, which will inventory the same and make the customary returns therefor, stating accurately amounts and condition. These the commanding officer will forward to the chiefs of the bureaus to which the property or funds pertain, and he will designate an officer to take charge of such property or funds until orders in the case are received from the proper authority. Cash on hand may be invoiced by the board to the deceased officer's successor, but balances to his credit with the Treasurer, an assistant treasurer, a designated depositary, or a fiscal agent of the United States, over and above his outstanding checks, will be deposited to the credit of the Treasurer of the United States by the chiefs of bureaus when the board has reported to the bureaus the balances over and above such checks. The action herein prescribed will also be taken in the case of an officer in charge of public funds or property who becomes insane.

87. The remains of a deceased officer on the active list may be shipped to the home of the decedent or to a national cemetery for interment. When death occurs in the United States or in Alaska, and early shipment is practicable, the remains will be prepared for shipment and the nearest relative notified by telegraph with request to reply by telegraph stating whether or not it is desired to have the remains shipped home at Government expense, and if shipment home is desired to designate the destination and the name of the person to whom the remains are to be consigned; in which case the remains will be transported to the point designated and the consignee notified by telegraph. Should the nearest relative state that it is not desired to have the remains shipped home, or if it is impossible to ascertain the relative's desire within a reasonable time, interment will be made in the nearest military post or national cemetery or, if the commanding officer deem proper, at the place of death. If the relatives direct that the remains be not shipped home and they are interred at the expense of the Government, subsequent disinterment or shipment of the remains at the request of the relatives will not be made at Government expense.

If the remains are interred in a military post or national cemetery, or at the place of death, the expenses incident to the interment will be limited to $75, to be paid from the appropriation "Disposition of remains of officers, soldiers, civilian employees, and so forth" (designated by the Treasury Department as "Bringing home remains of officers, soldiers, and civil employees"), and will be restricted to the cost of the casket, hire of a hearse, and the reasonable and necessary expenses of preparing the remains for interment.

If the remains are to be shipped, the expenses, exclusive of the cost of transportation, will be limited to $75 and restricted to the cost of the casket, shipping case, and the reasonable and necessary expenses of preparing the remains for shipment. In either case, any transportation involved will be paid from the appropriation hereinbefore mentioned.

When it is impracticable to ship the remains at the time of death, or if it is impossible to communicate with the relatives before interment, the remains may be subsequently disinterred and shipped home at Government expense at the request of the relatives. In such cases the cost of the disinterment and preparation of the remains for shipment will not exceed $75, except by authority of the Secretary of War, and, including transportation, will be paid from the before-mentioned appropriation.

Transportation may be issued for one attendant to accompany the remains shipped, provided the cost to the Government of shipping the remains by express is not thereby exceeded.

The officer under whose direction the disposition of the remains is made will forward a full report thereof to The Adjutant General of the Army.

Where practicable, contract will be made with an undertaker or other competent person for services in the preparation of remains for interment or shipment during a fiscal year, as contemplated for other purposes in paragraph 551, but no such contract will be made with any undertaker or other person whom the post surgeon considers not competent. A written report of the disposition of the remains, with an itemized statement of the cost of embalming, coffin, or casket, hire of hearse, and transportation, will be forwarded by the quartermaster without delay directly to the Quartermaster General.

When death occurs at the hospital, the surgeon will promptly notify the embalmer employed under contract, if such services are required, and will see that the remains are prepared properly and in accordance with sanitary regulations. If there should be no contract embalmer, the duty of employing an undertaker will devolve upon the quartermaster; but no undertaker will be employed whom the surgeon considers not competent. The responsibility of the surgeon for the proper care and preparation of the remains will not cease until they are removed by the quartermaster for interment or shipment. (*C. A. R., No. 10.*)

ARTICLE XIV.

VETERINARIANS, CAVALRY AND FIELD ARTILLERY.

88. Rescinded. (*C. A. R., No. 51.*)

89. Rescinded. (*C. A. R., No. 51.*)

90. It shall be the duty of the veterinarian to visit at least daily all sick or injured animals at his station, and to recommend such treatment as he may deem proper. He will have access to the stables at all times. Upon request he will attend such authorized private horses of mounted officers as may need his services.

91. The veterinarian will instruct company horseshoers and company farriers in the proper care of the horse. In this he will give especial importance to the anatomy and pathology of the foot, showing the nature and uses of all its

parts, illustrating the subject by dissections and specimens. He will also teach the principles and practice of horseshoeing. For the purpose indicated he will make such visits of instruction to companies of the regiment not at his station as may be deemed necessary by the regimental commander.

92. Wherever four or more troops of Cavalry or three or more batteries of Field Artillery are stationed, a suitable building may be set apart as a veterinary hospital.

ARTICLE XV.

General Noncommissioned Staff.

93. Rescinded. (*C. A. R., No. 52.*)
94. Rescinded. (*C. A. R., No. 52.*)
95. Rescinded. (*C. A. R., No. 52.*)
96. Rescinded. (*C. A. R., No. 52.*)
97. Rescinded. (*C. A. R., No. 52.*)
98. Rescinded. (*C. A. R., No. 52.*)
99. Rescinded. (*C. A. R., No. 52.*)
100. Rescinded. (*C. A. R., No. 52.*)
101. Rescinded. (*C. A. R., No. 52.*)
102. Rescinded. (*C. A. R., No. 52.*)

103. The general noncommissioned staff consists of noncommissioned officers of the Quartermaster Corps, Signal Corps, Medical Department, and Ordnance Department. They are appointed, promoted, reduced, and their warrants signed as follows:

In the Quartermaster Corps, as prescribed in paragraph 1009.

In the Medical Department, as prescribed in Article LXXIV.

In the Ordnance Department, as prescribed in section 2, paragraph 1512¼.

In the Signal Corps, by the Chief Signal Officer, as prescribed in paragraph 1557.

Their warrants may be continued in force upon discharge and reenlistment, if reenlistment be made on the day following that of discharge. Any noncommissioned officer enlisted on or after the first day of November, 1916, furloughed to the reserve upon the completion of three years in the active service with an excellent character, shall be permitted to reenlist in the organization from which furloughed with the rank and grade held by him at the time of his furlough if he reenlists within 20 days after the date of such furlough. In each case the soldier will reenlist at the place where his organization is stationed. Each reenlistment and continuance will be noted on the warrant by the company or detachment commander. (*C. A. R., No. 52.*)

ARTICLE XVI.

Detached Soldiers: Service Records.

104. When an enlisted man is detached from his company, his service record will be forwarded by indorsement to his new commanding officer. When it can be avoided, the service record will not be intrusted to the soldier, but to an officer or noncommissioned officer under whose charge he may be, or it may be forwarded by mail. (*C. A. R., No. 55.*)

105. All matters relating to the pay, clothing allowance, subsistence, discharge, reenlistment, death, and desertion of enlisted men detailed for duty with the National Guard under section 36 of the act of Congress approved June 3, 1916, will be administered and determined at the headquarters of the department in which such enlisted men may be serving. The service records of these men will be kept at department headquarters.

All matters relating to the muster, pay, clothing allowance, subsistence, discharge, reenlistment, furlough to the reserve, death, and desertion of enlisted men detailed for duty at institutions where one or more units of the Reserve Officers' Training Corps are maintained, or at schools and colleges pursuant to sections 46 and 56 of the act of Congress approved June 3, 1916, will be administered and determined at the headquarters of the department in which such institution, school, or college is located. Their service records will be kept at department headquarters. Their duties are prescribed in the Reserve Officers' Training Corps Regulations or the regulations governing details of officers and noncommissioned officers to schools and colleges under sections 46 and 56 of the act of Congress approved June 3, 1916. (*C. A .R., Nos. 51 and 55.*)

ARTICLE XVII.

Furloughs to Soldiers.

106. Furloughs in the prescribed form for periods of three months may be granted to enlisted men by post commanders, and for periods of one month by commanding officers of general hospitals, general depots of supply, mine planters, or by regimental commanders if the companies to which the men belong are under their control. Brigade and district commanders may grant furloughs for periods of three months to enlisted men under their immediate control. A furlough will not be granted to a soldier about to be discharged, nor shall the number of enlisted men furloughed from any command in the field, or at posts, exceed 5 per cent of the enlisted strength present therewith.

The granting of furloughs to enlisted men of a mobilized separate brigade, division, or higher command will be subject to such regulations as the commander of the forces may prescribe. (*C. A. R., No. 55.*)

107. The commander of a territorial department may grant furloughs to enlisted men for three months, or he may extend to such period furloughs already granted. The chief of a War Department bureau may grant furloughs for not to exceed three months to enlisted men of his corps or department serving under the exclusive control of himself or of his subordinates, or he may extend to that period furloughs already granted to such enlisted men. A furlough for a longer period than three months will be granted by the War Department only under most unusual and urgent circumstances, and under such circumstances the commander of the Philippine Department may grant furloughs for four months or he may extend to such period furloughs already granted. Permission to delay may be granted to enlisted men traveling under orders as authorized for furloughs. The conditions under which furloughs to soldiers on reenlistment are authorized will be announced from time to time in orders. (*C. A. R., No. 22.*)

108. The commanding officer of a field army, or of a separate command in the field, may suspend the granting of furloughs in any or all organizations within his command whenever, in his opinion, circumstances render it necessary, or advisable, or for the best interests of the service.

109. An enlisted man on furlough will not leave the United States to go beyond the sea unless the furlough includes permission to do so. The limits prescribed will be stated in the furlough, and if exceeded it may be revoked and the soldier arrested. A company commander in forwarding an application for furlough will state previous absences on furlough that are of record in the company. The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) will be cited on the face of the furlough by the officer granting it.

110. When an enlisted man who is on furlough or absent without leave and is without means to return to his proper station reports at a post, camp, or general recruiting station, the commanding officer thereof is authorized to furnish the necessary transportation and subsistence for the return of the soldier to his proper station after satisfying himself that he can be trusted therewith. In case of doubt as to the soldier's identity or status or whether he can be trusted the commanding officer will communicate by mail or telegraph with the soldier's company commander before furnishing the transportation.

If the commanding officer decides that the soldier can not be trusted with transportation, he will report the case by telegraph to the department commander or to The Adjutant General of the Army if the post, camp, or station at which the soldier reports is not under the control of a department commander.

The company commander will charge the cost of such transportation and subsistence against the soldier's pay on the next pay roll in accordance with the provisions of paragraphs 1111½ and 1236. He will also charge against the soldier's pay the cost of transportation and subsistence of the guard in case the soldier is returned to his station under guard by order of the department commander or the War Department, as well as the cost at the prescribed rate for Government messages of any telegrams received from or sent to the commanding officer of the post, camp, or station at which the soldier reported for transportation. The cost of telegrams to and from the department commander or The Adjutant General of the Army will not be charged against the soldier.

If the soldier is on furlough, the date on which he reported at the post, camp, or station for transportation will be entered on the furlough; if he is absent without leave, the date will be reported to the soldier's company commander by letter. In either case prompt report will be made to the company commander of the date the soldier departed for his proper station. (*C. A. R., Nos. 42 and 55.*)

111. Furloughs granted to enlisted men serving in Porto Rico, Hawaii, Guam, the Philippine Islands, Alaska, or at any station beyond the continental limits of the United States, for the purpose of returning thereto, will take effect on the dates they reach the United States, which will be indorsed on the furloughs by the transport quartermaster if travel is by United States transport; otherwise the certificate of the captain, purser, or other proper officer of commercial steamer upon which journey is made, as to date of arrival in home port will be indorsed thereon. The furloughs will direct the soldier to report for duty at the close of the last day thereof at the military post nearest the particular home port from which transports or commercial steamers usually sail for the islands or stations above referred to, and the commanding officers of these posts will assign such enlisted men to organizations under their command for the purpose of subsistence during the time they are detained at their posts, and they will be returned to their proper stations by the first available transport, or commercial steamer if there are no United States transports sailing to destination. Commanding officers will cause notation to be made on the furloughs showing the dates when the men report at their posts and at the proper time will issue the necessary orders directing them to rejoin their stations, reciting therein the date of their arrival in the United States, date of reporting at post, and whether or not commutation of rations has been paid. A copy of the order will be furnished to the soldier and to the commanding officer concerned. The quartermaster of the transport, or proper officer of commercial steamer on which these enlisted men return, will indorse on such orders the dates during which they were subsisted aboard the transport or commercial steamer. The

order will be retained by the enlisted man, who will deliver it to his commanding officer as evidence of his authority to be absent from his post during the time required for travel in rejoining the same.

112. When the station of an enlisted man is changed while he is on furlough, he will, on joining his new station, be entitled as reimbursement of travel allowances to the difference, if any, in cost of transportation including sleeping car accommodations, from the place of receipt of order to the new station over the cost of transportation from place of receipt of order to his old station, but not to exceed the amount it would cost the Government to transport him from his old to his new station. An enlisted man under orders to change station who takes advantage of a furlough before he joins his new station is not, upon joining his new station, deprived of the travel allowances to which he would have been entitled had he not availed himself of furlough. If the furlough be availed of while under orders to change station with his command, the reimbursement will not exceed the amount which it would have cost the Government to have transported him with his command from the old to the new station. A soldier who has returned to the station from which furloughed, his company having changed station during his absence, is entitled to transportation at the expense of the Government from the old to the new station of his company. Charges for transportation furnished to enlisted men on furlough, in pursuance of paragraph 110, will be adjusted in accordance with the requirements of this regulation. (*C. A. R. No. 41.*)

113. Soldiers on furlough will not take with them their arms or accouterments, and no payments will be made to them without authority from the War Department.

ARTICLE XVIII.

Transfer of Enlisted Men.

114. Transfers of enlisted men will be made for cogent reasons only and will be effected as follows:

1. When not involving change of station—

(*a*) Within a regiment, by the regimental commander.

(*b*) Within a detached battalion serving at such a distance from regimental headquarters that more than 15 days are required for exchange of correspondence by mail, by the battalion commander.

(*c*) Within a coast defense command, by the coast defense commander.

2. In cases involving change of station, transfers will be made by the regimental commander, the battalion commander, under the circumstances stated in the preceding section, or the coast defense commander, with the approval of the authority competent to direct the necessary travel.

3. From one organization of the line of the Army to another serving—

(*a*) Within any post commanded by a general officer, by the post commander.

(*b*) Within any territorial department, by the department commander.

(*c*) Within any tactical division, by the division commander.

(*d*) Within any tactical division or department by the commander thereof, any enlisted man who has been tried within such command and acquitted, or sentenced and retained in the service, and whose return to his proper organization is not deemed by such tactical division or department commander to be in the interests of the United States.

4. From the line of the Army to the Medical Department and the Quartermaster Corps, as prescribed in the articles relating to the Medical Department and the Quartermaster Corps, respectively.

5. From one staff corps or department to another and from staff corps or departments to the line of the Army within any territorial department, by the

department commander, or within any division by the division commander, provided the enlisted strength of any staff corps or department will at no time exceed that authorized by existing orders or regulations. Only such men will be transferred as are, after careful inquiry, deemed suitable for service in the staff corps or department to which transfer is contemplated. Such transfers will not be authorized when they would deplete the staff corps or department involved to such an extent as to interfere with the efficient discharge of its duties.

6. From a coast defense command to the Coast Artillery detachment of a mine planter or cable ship serving within a department, by the department commander.

7. In the Canal Zone, the authority granted to department commanders to transfer enlisted men from one organization or arm to another is extended to the commander of the United States troops, Canal Zone.

8. In all other cases, by the War Department. (*C. A. R., Nos. 6, 31, 49 and 55.*)

115. A transfer will take effect on the date of the receipt of the order at the post where the soldier is serving, and the soldier's service record showing that date will be forwarded to the commanding officer of the company or detachment to which he is transferred. (*C. A. R., No. 55.*)

115½. In case of a noncommissioned officer who is transferred without loss of rank or grade from an organization in the Philippine Department, Hawaiian Department, or the Canal Zone to an organization serving within the continental limits of the United States, or vice versa, the regimental adjutant, or the authority competent to make original appointments to the grade involved, will indorse upon the warrant of such noncommissioned officer the following: "Transferred from (organization) to (organization) by (state authority) without loss of rank or grade (date)." (*C. A. R., No. 27.*)

ARTICLE XIX.

DESERTERS.

116. When a soldier deserts, his immediate commanding officer will at once ascertain whether any public property has been lost in consequence thereof, and, if so, will proceed as in the case of property lost or destroyed, and the value of the articles lost will be charged against the deserter on the next pay rolls of his company.

A copy of the approved report of the surveying officer will accompany the return to which the property pertains.

117. The company or detachment commander will turn over the clothing abandoned by a deserter to the quartermaster, with a certificate showing its condition and the name of the deserter to whom it belonged. The quartermaster will transfer to such depot of the Quartermaster Corps, or to the United States Disciplinary Barracks or such branch thereof, as may be designated, all outer garments of distinctive uniform clothing. In no case will the money or proceeds of the sale of effects of a deserter be turned over to his relatives, nor any payment made therefrom by an officer on any account whatsoever. All other personal effects of a deserter will be disposed of as in the case of unclaimed effects of deceased soldiers—i. e., they will be sold by a council of administration and the proceeds of the sale deposited with a quartermaster.

The quartermaster's receipt for the money deposited as above should clearly specify the nature of the deposit—i. e., whether for the proceeds of sale of effects or whether for the undrawn pay of a soldier who has deserted—and the officer responsible should furnish the quartermaster with the necessary infor-

mation. Money or other valuables found upon an apprehended deserter are his personal property and will not be turned over to a quartermaster. (*C. A. R., No. 23.*)

118. When a soldier deserts, or a general prisoner escapes, from a post or station, or command in the field, the commanding officer will cause copies of descriptive lists of the deserter, or escaped general prisoner, to be at once prepared on the prescribed form, and sent to such marshals, sheriffs and police officers as he may deem proper; also to the officer in charge of any recruiting station at or near the place where the deserter or escaped general prisoner was accepted for enlistment, who will distribute them to the best advantage among civil officers in that vicinity authorized by existing law to summarily arrest a deserter or escaped general prisoner from the Army. (*C. A. R., No. 55.*)

119. The commanding officer of a post or station, or of troops in the field, will promptly notify The Adjutant General of the Army, on the form provided for that purpose, of every desertion and of every escape of a general prisoner from his command, giving the full name, company, and regiment of such deserter or escaped general prisoner, with date of enlistment and date and place of desertion or escape. (*C. A. R., No. 55.*)

120. When a soldier deserts from or when a deserter is received at a post other than the station of his company or detachment, the commanding officer of the post will report the fact to the commanding officer of the company or detachment, with date and place of desertion, apprehension, or surrender, and such additional data as he may possess requisite to the preparation of charges. If, however, a deserter whose company or detachment is stationed in Alaska or beyond the continental limits of the United States is received at a station within the United States, a similar report will also be made to the War Department.

121. A reward of $50 will be paid to any civil officer or civilian for the apprehension and delivery, to the proper military authorities at a military post, of a deserter from the military service, except a deserter from the Philippine Scouts, for whose apprehension and delivery a reward of $20 will be paid. A reward of $50 will also be paid for the apprehension and delivery, to the proper military authorities at a military post, of an escaped military prisoner. No reward will be paid in the case of a deserter or of an escaped military prisoner who is serving in the Army, Navy, or Marine Corps, or in the case of a deserter who, subsequently to his desertion, has been dishonorably discharged from any other enlistment in the Army, or who can claim exemption from punishment under the thirty-ninth article of war. The reward will be paid by the Quartermaster Corps and will be in full satisfaction of all expenses for arresting, keeping, and delivering the deserter or escaped military prisoner. The quartermaster making the payment will report that fact to the commanding officer of the organization to which the deserter belongs or to the commanding officer of the military post or prison from which the prisoner escaped. (*C. A. R., No. 55.*)

122. When enlisted men are sent in pursuit of a deserter, the expenses necessarily incurred will be paid whether he be apprehended or not, and will be reported as in payment of rewards. Should a written order be issued for this duty and a transportation request be furnished the party in pursuit, the name, rank, company, and regiment of the deserter will be stated in the order and also noted on the request.

123. A reward will not be paid by a recruiting officer for the delivery of a deserter at a recruiting station, except upon express authority from The Adjutant General of the Army. In the event of the surrender or of the delivery

of a deserter to a recruiting officer the latter will at once telegraph to The Adjutant General of the Army, stating whether the deserter is physically fit for service and requesting instructions relative to the disposition to be made of him and the payment of the reward.

124. When a report is received of the apprehension or surrender of a deserter at a post other than the station of his company, the company commander will immediately forward his service record and the names of the witnesses and a brief statement of the evidence expected from each, together with a complete set of charges against the deserter, to the officer who makes the report. In cases reported to the War Department under the provisions of paragraph 120, the service records will be furnished by The Adjutant General of the Army, and the charges will then be preferred at the post where the prisoner is held. (*C. A. R., No. 55.*)

125. When a deserter surrenders or is delivered at a military post, the commanding officer will cause immediate inquiry to be made of him in regard to the dates of his enlistment and desertion, and if these indicate that trial is barred by law, and the deserter claims to have been within the limits of the United States during two years subsequent to the date of the expiration of the term for which he was enlisted, the commanding officer will telegraph to The Adjutant General of the Army for verification of the service claimed by the deserter. When it is determined that trial is barred by law the commanding officer will require the deserter to file an affidavit asserting his claim, will immediately set him at liberty with instructions to apply by letter to The Adjutant General of the Army for a "deserter's release," and will then report his action directly to The Adjutant General of the Army, forwarding with the report the affidavit of the deserter.

126. The commanding officer will cause an enlisted man who has been apprehended or has surrendered as a deserter, and whose trial for desertion is not barred by the statute of limitations, to be examined by a medical officer at the post where he is received. If the examination shows that the man is fit for service, the commanding officer will cause charges to be forwarded to department headquarters or to be referred to a special court, or will otherwise dispose of the case, as the interests of the Government may dictate. No deserter will be sent before trial beyond the limits of the department in which he is returned to military control without authority for sending him beyond such limits having first been obtained from the War Department. If the examination shows that the man is physically unfit for service and desertion is admitted, the department commander may discharge him without trial by reason of desertion and physical unfitness for service; if he refuses to admit desertion and it is deemed inadvisable to try him, application will be made for authority from the Secretary of War to discharge him without trial. (*C. A. R., Nos. 23 and 37.*)

126½. When a deserter or escaped general prisoner surrenders or is delivered at a military post or station, or to a command in the field, the commanding officer thereof will immediately send to The Adjutant General of the Army, on the form provided for that purpose, a report stating whether the deserter or general prisoner surrendered or was apprehended, the date and place of surrender or delivery, and, if the man was apprehended, the name and official status, if any, of the person who delivered him to the military authorities.

The reports from recruiting officers required by this paragraph will be in addition to the telegraphic reports required by paragraph 123, Army Regulations. (*C. A. R., Nos. 32, 34, and 55.*)

127. Rewards or expenses paid for apprehending a deserter, and the expenses incurred in transporting him from point of apprehension, delivery, or surrender to the station of his company or detachment, or to the place of his

trial, including the cost of transportation of the guard, will be set against his pay upon conviction of desertion by a court-martial, upon discharge by reason of desertion admitted and physical unfitness for service, or upon his restoration to duty without trial. A soldier convicted by a court-martial of absence without leave will be charged with the expenses incurred in transporting him to the station of his company or detachment, or to the place of his trial, including the cost of transportation of the guard. Except in the case of a soldier restored to duty at the United States Disciplinary Barracks or any branch thereof by the remission of his suspended sentence of dishonorable discharge or pursuant to section 1352, Revised Statutes, a soldier convicted by a court-martial of desertion or absence without leave or a deserter restored to duty without trial for desertion, who is sent from the point of apprehension, delivery, or surrender, to a place of confinement or trial other than the station of his company or detachment, and is later sent to the station of his company or detachment, will be charged with an amount equal to the cost of his own transportation and that of his guard, if any, from the point of apprehension, delivery, or surrender, to the station of his company or detachment. The cost of transportation to a station of a soldier restored to duty from suspended or executed dishonorable discharge at the United States Disciplinary Barracks or any branch thereof will be borne by the Government. The transportation and subsistence of witnesses will not be charged against a deserter. The cost of transportation and subsistence furnished under this paragraph will be reported in accordance with paragraphs 1111½ and 1236. (*C. A. R., Nos. 24, 37, and 55.*)

128. Rescinded, see M. C. M., par. 329. (*C. A. R., No. 55.*)

129. Deserters will be brought to trial with the least practicable delay. While awaiting trial they will receive no pay, nor will they be permitted to sign pay rolls, and will be required to wear the clothes worn at the time of arrest, unless it should be imperative to issue other clothing, when, as far as practicable, only deserters' or other unserviceable clothing will be issued.

130. A soldier in desertion or absent without leave who surrenders or is apprehended before his term of enlistment has expired is entitled to pay and allowances from the date of his return to military control. If he is subsequently restored to a duty status, he will serve for such period as will, with the time he may have served prior to his desertion or absence without leave, amount to the full term for which he enlisted; but the time during which he may have been in confinement awaiting trial or serving sentence imposed by a court-martial for said offenses, or if he enlists while in desertion, the term served under such unlawful enlistment will not count as making good any of the time lost. If a soldier's term of enlistment expires while he is in confinement awaiting trial or serving sentence, his pay and allowances will cease from the date of the expiration of his term of enlistment and will not again accrue until he shall have been restored to a duty status. A soldier in desertion or absent without leave whose term of enlistment has expired prior to his return to military control is not entitled to pay and allowances until his restoration to a duty status.

131. A deserter will not be restored to duty without trial except by authority competent to order his trial; such restoration, being ordered only in case the desertion is admitted, does not remove the charge of desertion or relieve the soldier from any of the forfeitures attached to that offense; he must make good the time lost by desertion, refund the reward and expenses paid for apprehension and delivery, and forfeit pay while absent. The same authority is competent to set aside a charge of desertion as having been erroneously made, and his order to this effect operates to remove the charge of desertion and all stoppages and forfeitures arising therefrom.

132. An enlisted man who absents himself from his post or company without authority will forfeit all pay and allowances thereafter accruing until the date of his return to military control, and will be required to make good the time lost by such absence. The period of such absence will not be regarded as service in the computation of continuous-service pay under the laws existing prior to the act of Congress approved May 11, 1908, or for retirement. No man will be reported a deserter unless the company commander, after a thorough investigation, has reason to believe that the absentee does not intend to return; but commanding officers will take steps to apprehend soldiers absent without leave as soon as the fact of that absence is reported. Should the soldier not return, or not be apprehended, his desertion will date from the commencement of the unauthorized absence. An absence without leave of less than one day will not be noted upon the muster rolls. (*C. A. R., Nos. 1 and 35.*)

133. A soldier not charged with crime, discovered to be a deserter from the Navy or Marine Corps, will be dropped from the rolls of the Army upon receipt of authority from the War Department. In such cases a report will be forwarded to The Adjutant General of the Army by the proper commanding officer, who will hold the man in confinement, without pay, awaiting instructions regarding his disposition. Deserters, stragglers, and others absent without proper authority from the Navy or Marine Corps will not be received at any military post or station, and no expense whatever to the United States will be incurred in their behalf by the military authorities. (*C. A. R. No. 55.*)

ARTICLE XX.

Retirement of Enlisted Men.

134. When an enlisted man of the Army shall have served as such for 30 years, either in the Army, Navy, or Marine Corps, or in all, he may apply to The Adjutant General of the Army for retirement, the application to be forwarded directly by the post commander. Upon the approval of the application an order will be issued from the War Department transferring him to the retired list and directing that transportation in kind to his home and commutation of subsistence during necessary travel be given to him.

Service as a commissioned officer of the United States Volunteers, organized in 1898 and 1899, or of the Porto Rico Provisional Regiment of Infantry, or of the Philippine Scouts, will count for the purpose of retirement as an enlisted man as though rendered as such, and length of war service with the Army in the field, or with the Navy or Marine Corps in active service (either as volunteer or regular) during the War of the Rebellion and actual service in China, Cuba, the Philippine Islands, the island of Guam, Alaska, or Panama, or prior to April 23, 1904, in Porto Rico, will, for men enlisting prior to August 24, 1912, be doubled in computing the 30 years' service necessary to entitle an enlisted man to be retired.

The actual service in any of the places named above will be considered as beginning on the date of a soldier's arrival at the first port of call, and as ending on the date of his departure from the last port of call therein, the respective dates to be entered on the muster roll of the organization to which the soldier belongs.

An enlisted man traveling on a commercial vessel to or from any of these places will be instructed to request the master of the vessel, or, in his absence, the purser, to indorse on his travel order the date of arrival at the first port of call, or the date of departure from the last port of call. If the soldier neglects to obtain such indorsement the period to be counted double will begin with the date of his arrival at his station and will end with the date of his departure from his station.

The time during which a soldier may be on furlough while in any of the places named herein will not be counted double in computing his service for retirement.

135. Upon receipt of the order for retirement, the soldier's immediate commanding officer will furnish him with a final statement, closing his accounts of pay, deposits, and all allowances other than those of travel, as of the date of the receipt of the order; he will forward to The Adjutant General of the Army a descriptive list and pay account (Form No. 94, A. G. O.) in duplicate, noting thereon the fact that a final statement has been given, the continuous-service pay per month for which the soldier was last mustered, his post-office address for the next 30 days, and the place selected as his home. The descriptive list and pay account will bear the soldier's signature, or, if he can not write, a statement to that effect. The final statement and descriptive list and pay account must state the date to which subsistence has been furnished, also whether subsistence while traveling home has been furnished, and, if so, for what dates. A discharge certificate will not be given, but the soldier will be dropped from the rolls of his command with appropriate explanatory remarks. The Quartermaster Corps will be notified and furnished with the soldier's signature, as in case of discharge. (*C. A. R., No. 55.*)

136. On the last day of every calendar month each retired enlisted man will report his post-office address to The Adjutant General of the Army. Blank forms for personal reports and official penalty envelopes will be furnished to retired enlisted men on application to The Adjutant General of the Army.

137. The authorized pay and allowances of retired enlisted men will be paid to them monthly by the Quartermaster Corps. Their pay will be three-fourths of the monthly pay allowed by law for the grade held by them when retired. In addition to the monthly pay they are entitled to $9.50 per month for commutation of clothing and rations and $6.25 per month in lieu of quarters, fuel, and light. Service on the retired list does not entitle enlisted men to any further increase of pay for length of service beyond what accrued at date of retirement.

138. All retired enlisted men, except those residing in the Philippine Islands and Hawaii Territory, will be paid by the Depot Quartermaster, Washington, D. C., to whom one copy of all descriptive lists and pay accounts will be transmitted by The Adjutant General of the Army. The descriptive lists and pay accounts of retired enlisted men residing in the Philippine Islands and Hawaii Territory will be transmitted by the Depot Quartermaster, Washington, D. C., to the Department Quartermaster, Philippine Department, and the Depot Quartermaster, Honolulu, H. T., respectively. (*C. A. R., No. 55.*)

ARTICLE XXI.

Discharges. Certificates of Disability.

DISCHARGES AND FINAL STATEMENTS.

139. An enlisted man will not be discharged before the expiration of his term of service except—

1. By order of the President or the Secretary of War.
2. By sentence of a general court-martial or military commission.
3. By direction of the commander of a territorial department or mobilized division, by purchase, under rules governing such discharge; on account of disability; on account of a sentence to imprisonment by a civil court, whether suspended or not; or under the provisions of paragraphs 126 and 148½.
4. In compliance with an order of one of the United States courts, or a justice or a judge thereof, on a writ of habeas corpus. (*C. A. R., Nos. 26 and 36.*)

140. When an enlisted man is discharged, his company commander will furnish him with a final statement, in duplicate, or a full statement in writing of the reasons why such final statement is not furnished. A final statement will not be furnished to a soldier who has forfeited all pay and allowances and has no deposits due him. If he has deposits, a final statement will be issued, containing a full statement of the soldier's accounts at the date of his discharge, in order that the quartermaster may determine whether there is any balance of stoppages which should be collected from the amount due for deposits. When the discharge is made on certificate of disability the ascertained disability, as recited in the certificate, must be given in the final statement as the reason or cause for discharge.

141. When a soldier is held in service to make good time absent without leave under paragraph 132, his final statement will contain notation to that effect, and will also set forth the specific dates of the unauthorized absence or absences. The quartermaster will make deduction of pay for only such unauthorized absence as is shown to have occurred since the date to which the soldier was last paid as given in the final statement, unless the final statement contains specific notation that deduction should also be made for unauthorized absences occurring prior to such date.

Any overpayments resulting from the failure of an officer to make proper entry of unauthorized absence in stating the account of an enlisted man for pay for the period during which the absence occurred, either on pay rolls or final statement, will be charged against such officer.

142. Whenever an enlisted man is discharged from the Army prior to the expiration of his term of service, the actual cause of discharge will be stated in the order directing the discharge and fully stated on the discharge certificate and on the final statement. Where a discharge is ordered on account of the soldier's misconduct, or unfitness for the service, physical or in character, due to the soldier's misconduct, a statement to that effect will be set forth in the order and will be noted on the discharge certificate and final statement. Officers signing final statements will be careful to see that these notations are made in all cases, as the cause of discharge determines the soldier's right to travel allowances, and the mere quotation of the number and date of the order upon which discharge is based is insufficient as a guide to proper payment. (*C. A. R., No. 14.*)

143. When an enlisted man is discharged by expiration of service, his discharge will take effect on the last day thereof—i. e., if enlisted on the second day of the month his term will expire on the first day of the same month in the last year of his term of enlistment.

When a soldier immediately reenlists after discharge, the reenlistment will be completed on and bear the date of the day following that of discharge. His pay will then be continuous.

144. Rules governing discharge by purchase and by reason of dependent parent will be published from time to time by the War Department.

145. An enlisted man, a resident of the United States, who is discharged while serving in Alaska or outside of the continental limits of the United States, though under circumstances not entitling him to travel allowances, will, if practicable, be brought to the United States on a United States transport at the expense of the Government. Transportation will be furnished at the convenience of the Government and, in the case of men discharged by way of punishment for offenses or because of confinement by civil authorities, the privilege will be forfeited unless it is made use of at the first opportunity.

146. Transcripts from records of civil courts need not accompany applications for discharge of enlisted men sentenced to imprisonment by such courts. The official statement of the company commander to that effect is sufficient.

147. A soldier, on his discharge from the service, will be given a certificate of discharge signed by a field officer of his regiment or corps, or by the commanding officer when no field officer is present. When more than one field officer of the regiment or corps is present, the commanding officer may designate the particular field officer to perform this duty, and in any case the commanding officer may require the discharge to be submitted to him before delivery to the soldier.

147½. When the dates on a discharge certificate show that a soldier has been retained in service beyond the term of his enlistment an explanatory notation will be made on the certificate as follows:

In cases where the soldier was retained in service to make good any time in excess of one day lost by unauthorized absences, or on account of disease resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct, or while in confinement awaiting trial or disposition of his case if the trial results in conviction, or while in confinement under sentence, the notations will read: "Retained in service ____ days after expiration of term of enlistment pursuant to act of April 27, 1914."

In cases where the soldier was retained in service for the convenience of the Government the notations will read: "Retained in service ____ days after expiration of term of enlistment for the convenience of the Government." (*C. A. R., No. 24.*)

148. The character given on a discharge, except when the discharge is given under the provisions of paragraph 148½, will be certified to by the company or detachment commander, and great care will be taken that no injustice is done the soldier. Where, upon expiration of term of service, the company or detachment commander is of the opinion that the soldier's reenlistment should not be recommended, he shall, if practicable, so notify the soldier at least 30 days prior to discharge, and shall at the same time notify the commanding officer, who will in every such case convene a board of officers, three if practicable, to determine whether the soldier's reenlistment should or should not be recommended and the kind of discharge that should be given to him under the provisions of paragraph 150. The soldier will in every case be given a hearing before the board.

If the company or detachment commander is also the commanding officer, he will report the facts to the next higher commander, who will convene the board. The finding of the board, when approved by the convening authority, will be final.

The proceedings of boards convened under this paragraph, showing all facts pertinent to the inquiry, will be forwarded by the reviewing authority directly to The Adjutant General of the Army for file. (*C. A. R., Nos. 25 and 47.*)

148½. When an enlisted man is inapt, or does not possess the required degree of adaptability for the military service, or gives evidence of habits or traits of character which serve to render his retention in the service undesirable, or is disqualified for service, physically or in character, through his own misconduct, his company or detachment commander will report the facts to the commanding officer, who will convene a board of officers, three if practicable, to determine whether or not the soldier should be discharged prior to the expiration of his term of enlistment. If the company or detachment commander is also the commanding officer, he will report the facts to the next higher commander, who will convene the board. When the findings of the board indicate disqualification through physical disability, the proceedings will be accompanied by certificate of disability. If discharge be recommended, the board will also recommend the character to be given on the discharge, and the proceedings of the board, when approved by the convening authority, will be forwarded to the officer exercising general court-martial jurisdiction over the command for final

action. If the findings of the board are approved, the proceedings will then be sent to the officer who makes the discharge and will be forwarded by him to The Adjutant General of the Army for file.

The discharge to be given to soldiers discharged under the provisions of this paragraph will in all cases be that prescribed by section 3 of paragraph 150. (*C. A. R., Nos. 40 and 47.*)

149. When in the opinion of the company commander the circumstances warrant it, notation will be made under remarks, on back of discharge certificate, that the soldier is fitted for a commission in the United States Volunteers, giving his special qualifications.

150. Blank forms for discharge and final statements will be furnished by the Adjutant General's Department, and will be retained in the personal custody of company commanders. Discharge certificates will be used in the discharge of enlisted men and for no other purpose, and will be of three classes: For honorable discharge, for discharge, and for dishonorable discharge. They will be used as follows:

1. The blank for honorable discharge, when the soldier's conduct has been such as to warrant his reenlistment and his service has been honest and faithful.

2. The blank for dishonorable discharge, for dishonorable discharge by sentence of a court-martial or a military commission.

3. The blank for discharge when the soldier is discharged except as specified under sections 1 and 2 of this paragraph. (*C. A. R., Nos. 14 and 34.*)

151. Discharge certificates will not be made in duplicate. Upon satisfactory proof of the loss or destruction of a discharge certificate, without the fault of the person entitled to it, the War Department may issue to such person a certificate of service, showing date of enlistment in and discharge from the Army and character given on discharge certificate. An application for certificate in lieu of lost or destroyed discharge certificate will be forwarded by the applicant's immediate commanding officer directly to The Adjutant General of the Army. Discharge certificates must not be forwarded to the War Department in correspondence unless called for.

152. The discharge of a soldier takes effect on the date of notice to him of such discharge, either actual, by delivery of the discharge certificate, or constructive, as where such delivery can not be made owing to his absence for his own convenience or through his own fault, in which case the receipt, at the soldier's proper station, of the order directing his discharge will be deemed sufficient notice. In the latter case the date of the receipt of the order and the reason why actual notice thereof was not given to the soldier will be entered upon the muster roll which shows the separation of the soldier from the service, and will be indorsed upon the discharge certificate should one have been prepared. The date of discharge on the final statement must be the same as that on the discharge certificate. If a soldier is absent in desertion when the order for his discharge is received, the discharge will not be executed, but the soldier will be dropped from the rolls as a deserter. The dishonorable discharge of a soldier against whom general court-martial charges are pending will be deferred until the charges are finally disposed of by the officer exercising general court-martial jurisdiction.

153. Rescinded. (*C. A. R., No. 55.*)

154. Rescinded. (*C. A. R., No. 55.*)

155. Notification of discharge will be furnished only in case of an enlisted man discharged at a place at which there is no available officer provided with funds to make payment on final statement. In these cases the officer who prepares the final statement will, at least one week before the discharge takes effect, send by mail to the quartermaster who is to pay the account a notifica-

tion of discharge, stating therein in his own handwriting the date of last payment to the soldier, and his credits and debits both in words and figures, and other data essential for proper payment or identification. The officer will require the soldier to affix his signature to the notification, or if he can not write his name such fact will be stated thereon. Blank forms for this notification will be supplied by The Adjutant General of the Army. The officer issuing the final statement will inform the discharged soldier of the location of the quartermaster to whom he shall apply for payment.

It should be borne in mind that overpayment caused by an erroneous final statement will be charged against the officer who signed the statement.

In cases arising under paragraph 139 the notification, when required, will be sent to the quartermaster as soon as possible after the order for discharge reaches the officer who prepares and signs the final statement, and, in any event, before the discharge certificate and final statement are signed.

156. A dishonorable discharge from the service is a complete expulsion from the Army, and covers all unexpired enlistments.

157. When a soldier is sentenced by court-martial to confinement without dishonorable discharge, for a period extending beyond the expiration of his term of enlistment, he will be discharged on the date of the expiration of the term of enlistment, but will be held to serve out his sentence. If an honorable discharge is given to the soldier, he can be reenlisted before the expiration of the period of his confinement only upon the remission by competent military authority of the unexecuted portion of his sentence. When, however, a soldier's term of enlistment expires while he is awaiting trial or sentence, he will be discharged on the date of the receipt of an order publishing the case or otherwise disposing of it, and the discharge certificate will be dated accordingly. The discharge certificate will be delivered to the man on his release from confinement and not until then. On the date of the discharge personal notice thereof will be given to the soldier by an officer, and the fact that such notice was given will be entered on the guard report and the morning report, and will be indorsed upon the discharge certificate. (*C. A. R., No. 14.*)

158. An enlisted man entitled to travel pay provided by the act of Congress approved June 3, 1916, who becomes eligible to be furloughed to the reserve while he is stationed at a place at which there is no available officer provided with funds to pay travel pay and who has applied to be, or under the law must be, furloughed to the reserve, will be sent for furlough sufficiently in advance of the date to be furloughed to a place where there is stationed an officer provided with funds to pay his travel pay. The above action will be taken, if practicable, when an enlisted man is to be discharged on certificate of disability.

The cost of transportation and subsistence in such cases will be a proper charge against public funds, and the furlough or discharge for disability will be accomplished after he reaches the place where his travel pay can be paid. An exception to this rule will be made in the case of a man who, at the time when he would otherwise be sent for furlough to the reserve to a place where his travel pay can be paid, or who is to be discharged on certificate of disability makes written statement that he waives his right to be sent at Government expense to a place where payment can be made of his final statement. (*C. A. R., No. 51.*)

CERTIFICATES OF DISABILITY.

159. When an enlisted man is permanently unfitted for military service because of wounds or disease, he should, if practicable, be discharged on certificate of disability before the expiration of the term of service in which the

disability was incurred. Certificates of disability for discharge will not be made in duplicate. (*C. A .R., No. 13.*)

160. When an application for discharge is approved, the post or regimental commander will furnish to the surgeon by whom the certificate was given, or to the surgeon of the command to which the soldier was attached at the time of his discharge, a letter setting forth the full name and rank of the soldier, the company and regiment to which he belonged, the date of discharge, and the cause thereof as stated in the certificate. The surgeon, having made a true copy of the letter for the completion of his own records, will forward the original to the Surgeon General directly.

161. As disability occurring in the service is usually made the basis of a claim for pension, special care will always be taken to state in the certificate the degree of disability, to describe particularly the disability, wound, or disease, the extent to which it deprives the soldier of the use of any limb or faculty, or affects his health, strength, activity, constitution, or capacity to labor. If such disability was incurred in the line of duty, and the soldier declined treatment for the relief of such disability where treatment was directed, that fact will be set forth in the certificate for the information of the Bureau of Pensions.

In the examination of certificates of disability for discharge, it is enjoined upon department surgeons or division surgeons of mobilized divisions and others concerned, to observe that there is no conflict between the statements of company commanders, medical and other officers thereon, as to whether the disability was incurred in line of duty or not in line of duty. If any discrepancy exists in this particular, every possible means will be employed to harmonize the statements. Department commanders will use extreme caution in the exercise of the authority, conferred by paragraph 139, to order discharge on certificate of disability, and will require, in all cases, before ordering such discharge, that the soldier shall have been held under observation for a sufficient length of time to determine that the disability is permanent. In addition the soldier will be examined critically by a board of at least two medical officers.

ARTICLE XXII.

Deceased Soldiers.

162. In case of the death of any person subject to military law, it will be the duty of his immediate commanding officer to secure his effects, and immediately to notify the nearest relative of the fact of death. (*C. A. R., Nos. 10 and 55.*)

162½. The following reports are required by the War Department in the case of the death of a soldier in the active service:

(*a*) Report of death and disposal of remains (Form No. 415, A. G. O.) to be made by the commanding officer of the post or station or of a command in the field, and forwarded directly to The Adjutant General of the Army as soon as practicable after final disposition has been made of the remains.

(*b*) Report of the surgeon or of the soldier's immediate commanding officer if there is no medical officer with the command, embodying (1) cause of death, (2) whether or not death occurred in line of duty, and (3) whether death was or was not the result of the soldier's own misconduct. This report will be forwarded without delay through military channels.

(*c*) One final statement (Form No. 370, War Department).

(*d*) Report of board of officers in case of death of a soldier from other than natural causes. The testimony of all witnesses will be recorded and incorpo-

rated in the proceedings of the board. If the witnesses are not available to appear before the board, certificates of officers and affidavits of enlisted men and civilians will be obtained and appended to the proceedings. The finding of the board will include a statement embodying (1) the date, place and cause of death, (2) the manner or circumstances under which it occurred, (3) whether or not death was in line of duty, and (4) whether it was or was not the result of the soldier's own misconduct.

(*c*) Inventories of effects in duplicate (Form No. 34, A. G. O.), both copies properly signed.

The report (*b*) of the surgeon or soldier's immediate commanding officer will be accompanied with the final statement (*c*) and with the report of the board of officers (*d*), unless the latter is unduly delayed. It will also be accompanied with the inventories of effects (*e*), if the effects are turned over to the legal representative or widow of the deceased; otherwise the inventories will be forwarded with letter of transmittal to The Adjutant General of the Army, through military channels, as soon as the effects are converted into cash under the provisions of the one hundred and twelfth article of war.

The report of the inquest referred to in the one hundred and thirteenth article of war will be filed at the headquarters of the post or station at which death occurred. (*C. A. R., No. 55.*)

163. Officers charged with the care and custody of the effects of deceased persons subject to military law are required under the provisions of the one hundred and twelfth article of war to deliver the same, or the net proceeds thereof, to the legal representative or widow of the deceased, and to forward the receipts therefor to The Adjutant General of the Army. Should the effects of a deceased person not be claimed within a reasonable period of time, they will be converted into cash by the summary court, not earlier than 30 days after the date of death, and the proceeds, with any cash belonging to the deceased, will be deposited with a quartermaster of the Army. Duplicate receipts showing clearly the nature of the deposit will be taken, one of which will be sent to The Adjutant General of the Army and the other retained with the appropriate records. Watches, trinkets, personal papers, and keepsakes, will be delivered to the legal representative or widow with the other effects. When the effects are converted into cash, watches, trinkets, personal papers, and keepsakes will not be sold, but will be labeled with the name, grade, and organization of the owner and sent directly to The Adjutant General of the Army, to be forwarded to the Auditor for the War Department for the benefit of those legally entitled to them. Clothing effects will not be sent to The Adjutant General of the Army nor to the Auditor for the War Department. There is no authority for officers to pay the debts of deceased soldiers.

The foregoing provisions will also apply, as far as practicable, in the cases of deceased soldiers on the retired list of the Army whose effects may be under the control of the military authorities. (*C. A. R., No. 55.*)

164. In all cases of sale of effects of deceased persons as contemplated by the one hundred and twelfth article of war a detailed statement of the proceeds, duly certified by the summary court, will accompany the quartermaster's receipt forwarded by the summary court to The Adjutant General of the Army. The statement will be indorsed:

Report of the proceeds of the effects of ———, who died at ———, the ——— day of ———. (*C. A. R., No. 55.*)

165. Applications for arrears of pay and proceeds of sale of effects of deceased soldiers should be addressed to the Auditor for the War Department, Washington, D. C. (*C. A. R., No. 55.*)

166. The accounts of deceased soldiers are settled by the Auditor for the War Department, and the following is the order of distribution provided for by the act of Congress approved June 30, 1906 (34 Stat. L., 750):

Where the amount due the decedent's estate is less than five hundred dollars and no demand is presented by a duly appointed legal representative of the estate, the accounting officers may allow the amount found due to the decedent's widow or legal heirs in the following order of precedence: First, to the widow; second, if decedent left no widow, or the widow be dead at time of settlement, then to the children or their issue, per stirpes; third, if no widow or descendants, then to the father and mother in equal parts, provided the father has not abandoned the support of his family, in which case to the mother alone; fourth, if either the father or mother be dead, then to the one surviving; fifth, if there be no widow, child, father, or mother at the date of settlement, then to the brothers and sisters and children of deceased brothers and sisters, per stirpes: *Provided*, That this act shall not be so construed as to prevent payment from the amount due the decedent's estate of funeral expenses, provided a claim therefor is presented by the person or persons who actually paid the same before settlement by the accounting officers.

When the amount due to the decedent's estate exceeds the sum of $500 legal administration of the estate is necessary.

Officers are advised that, in the cases of single men, it is a safe rule to dispose of the effects as prescribed in paragraph 163 and leave the responsibility of distribution to the Treasury Department.

167. The remains of a deceased enlisted man on the active list may be shipped to the home of the decedent or to a national cemetery for interment. When death occurs in the United States or in Alaska, and early shipment is practicable, the remains will be prepared for shipment and the nearest relative notified by telegraph with request to reply by telegraph, stating whether or not it is desired to have the remains shipped home at Government expense, and if shipment home is desired to designate the destination and the name of the person to whom the remains are to be consigned; in which case the remains will be transported to the point designated and the consignee notified by telegraph. Should the nearest relative state that it is not desired to have the remains shipped home, or if it is impossible to ascertain the relative's desire within a reasonable time, interment will be made in the nearest military post or national cemetery, or, if the commanding officer deem proper, at the place of death. If the relatives direct that the remains be not shipped home and they are interred at the expense of the Government, subsequent disinterment or shipment of the remains at the request of the relatives will not be made at Government expense.

If the remains are interred in a military post or national cemetery, or at the place of death, the expenses incident to the interment will be limited to $35, to be paid from the appropriation "Disposition of remains of officers, soldiers, civilian employees, and so forth" (designated by the Treasury Department as "Bringing home remains of officers, soldiers, and civil employees"), and will be restricted to the cost of the casket, hire of a hearse, and the reasonable and necessary expenses of preparing the remains for interment.

If the remains are to be shipped, the expenses, exclusive of the cost of transportation, will be limited to $50 and restricted to the cost of the casket, shipping case, and the reasonable and necessary expenses of preparing the remains for shipment. In either case, any transportation involved will be paid from the appropriation hereinbefore mentioned.

When it is impracticable to ship the remains at the time of death, or if it is impossible to communicate with the relatives before interment, the remains may be subsequently disinterred and shipped home at Government expense at the request of the relatives. In such cases the cost of the disinterment and preparation of the remains for shipment will not exceed $50, except by authority

of the Secretary of War, and, including transportation, will be paid from the before-mentioned appropriation.

Transportation may be issued for one attendant to accompany the remains shipped, provided the cost to the Government of shipping the remains by express is not thereby exceeded.

The officer under whose direction the disposition of the remains is made will forward a full report thereof to The Adjutant General of the Army.

Where practical, contract will be made with an undertaker or other competent person for services in the preparation of remains for interment or shipment during a fiscal year, as contemplated for other purposes in paragraph 551, but no such contract will be made with any undertaker or other person whom the surgeon considers not competent. A written report of the disposition of the remains, with an itemized statement of the cost of embalming, coffin, or casket, hire of hearse, and transportation, will be forwarded by the quartermaster without delay directly to the Quartermaster General.

When death occurs at the hospital, the surgeon will promptly notify the embalmer employed under contract, if such services are required, and will see that the remains are prepared properly and in accordance with sanitary regulations. If there should be no contract embalmer, the duty of employing an undertaker will devolve upon the quartermaster; but no undertaker will be employed whom the surgeon considers not competent. The responsibility of the surgeon for the proper care and preparation of the remains will not cease until they are removed by the quartermaster for interment or shipment. (*C. A. R., No. 10.*)

ARTICLE XXIII.

Working Parties: Extra and Special Duty Men.

168. Troops will not be employed in labors that interfere with their military duties except in cases of necessity.

169. Enlisted men detailed to perform specific services which remove them temporarily from the ordinary duty roster of the organization to which they belong will be reported on extra duty if receiving increased compensation therefor, otherwise on special duty. They will not be placed on extra duty without the sanction of the department commander, except at posts commanded by general officers; they will not be employed on extra duty in time of war, nor in time of peace for labor in camp or garrison which can properly be performed by fatigue parties. Allotments of funds for payment of extra-duty men will be made only with the approval of the Secretary of War, and no greater number of men will be employed on extra duty at any time than can be paid the full legal rates for the time employed from the funds provided. Payments made in violation of the foregoing rules will be charged against the officers who ordered the details. Duty of a military character must be performed without extra compensation.

170. Members of the United States Disciplinary Barracks Guard are entitled to extra-duty pay at the rates specifically provided for by law. Enlisted men detailed by name on extra duty and employed under competent authority at constant labor for not less than 10 days are entitled in time of peace to receive extra-duty pay at the following rates: For services as mess stewards and cooks at recruit depots, according to paragraph 329; as helpers to ordnance machinists in the alteration and maintenance of seacoast armament, at 50 cents a day; as clerks in the offices of the coast defense artillery engineers and coast defense ordnance officers, at 35 cents a day; as switchboard operators, at 35 cents a day; and for all other extra-duty services authorized, 35 cents a day.

Enlisted men receiving or who are entitled to the 20 per cent increased pay for foreign service as provided by law are not entitled to extra-duty pay, except when the appropriation used for the purpose authorizes extra-duty pay to enlisted men in insular possessions. (*C. A. R., Nos. 4, 10, and 51.*)

171. Except in case of emergency, a noncommissioned officer will not be detailed on extra duty without prior authority for such detail having been obtained from the department commander or the general officer commanding the post, or, in the case of places excepted from the control of department commanders by paragraph 191, from the Secretary of War, upon an application in each case for authority fully setting forth the necessity for the detail and specifying the kind of duty to be performed. The name of the noncommissioned officer to be detailed need not be stated in the application, but the orders detailing noncommissioned officers and other enlisted men for extra duty must in each case specify the men by name. A noncommissioned officer will not be detailed on any duty inconsistent with his rank and position in the military service.

172. Enlisted men of the several staff departments will not be detailed on extra duty without authority from the War Department. They are not entitled to extra-duty pay for services rendered in their respective departments. (*C. A. R., No. 52.*)

173. Company mechanics, artificers, farriers, horseshoers, saddlers, and wagoners will not be detailed on extra duty.

174. Soldiers on extra duty will be paid the extra rates of pay allowed by law for the duty performed, and for the exact number of days employed.

175. Extra and special duty men will not be excused from Saturday inspection and will attend as many drills and other formations as the commanding officer deems practicable. (*C. A. R., No. 55.*)

176. Extra-duty men will be held to such hours of labor as may be expedient and necessary; but, except in case of urgent public necessity, as in military operations, eight hours will be considered a day's work. For all hours employed beyond that number, the soldier will receive additional compensation—the extra hours being computed as fractions of a day of eight hours' duration.

177. Separate allotments for extra duty and unclassified civil labor in departments will be announced from the War Department at the beginning of each fiscal year. The department commander will determine all matters incident thereto at each post in his department. The expenditures must be within the allotments and limited to the absolutely necessary demands of the service.

ARTICLE XXIV.

Soldiers' Home.

178. The Soldiers' Home, Washington, D. C., was founded by an act of Congress "for the relief and support of the invalid and disabled soldiers of the Army of the United States." The following classes of soldiers, active and discharged, are entitled to admission:

(a) Any soldier who has served honestly and faithfully 20 years or more.

(b) Any invalid or disabled soldier who has had service in war.

(c) Any soldier rendered incapable of earning a livelihood by reason of disease or wounds incurred in line of duty and not the result of his own misconduct.

Persons of class (b) or class (c) are not entitled to remain in the home after their disabilities have been removed or they have become able to earn a competency by their own labor, if under 50 years of age. No person is eligible for admission who has been convicted of a felony or other disgrace-

ful or infamous crimes of a civil nature after his admission into the military service; nor shall anyone who has been a deserter, mutineer, or habitual drunkard be received without such evidence of subsequent service, good conduct, and reformation of character as is satisfactory to the commissioners of the Soldiers' Home. (*C. A. R., No. 44.*)

179. When a soldier, by reason of his service of 20 years or more, desires to enter the Soldiers' Home, his company or detachment commander will so report to The Adjutant General of the Army, giving the date of each enlistment, with organization, the report to be forwarded directly by the post commander. The papers in the case will be referred to the board of commissioners of the Soldiers' Home, and if, in its opinion, the soldier is entitled to become an inmate, authority will be given for his discharge. He may then proceed to the home and apply to the governor for admission.

When a soldier requests admission on account of disability contracted in the line of duty, a similar report will be accompanied by a surgeon's certificate of disability, and also by a certificate from the surgeon as to whether in his judgment the soldier is able to earn a living in civil life. (*C. A. R., No. 44.*)

180. When a former soldier desires admission to the home he will make application to the board of commissioners, giving the dates of his service in each organization, service in war, and, if the application is based on disability, he will also give evidence of the nature and degree of the disability. (*C. A. R., No. 44.*)

181. Rescinded. (*C. A. R., No. 44.*)

ARTICLE XXV.

Medals of Honor and Certificates of Merit.

182. Medals of honor authorized by Congress are awarded to officers and enlisted men in the name of the Congress for particular deeds of most distinguished gallantry in action.

1. In order that the medal of honor may be awarded, officers or enlisted men must perform in action deeds of most distinguished personal bravery or self-sacrifice above and beyond the call of duty so conspicuous as clearly to distinguish them for gallantry and intrepidity above their comrades, involving risk of life or the performance of more than ordinarily hazardous service, and the omission of which would not justly subject the person to censure as for shortcoming or failure in the performance of his duty. The recommendations for the medal will be judged by this standard of extraordinary merit, and incontestable proof of the performance of the service will be exacted.

2. For most distinguished gallantry in action a medal of honor can be awarded to a person, regardless of whether he is in the military service or not, provided he was at the time of the gallant act or acts an officer, noncommissioned officer, or private in the Army of the United States.

3. Consideration of cases will be confined to those in which a specific recommendation for the award of a medal of honor was made or shall be made at the time of the action or within one year thereafter. The testimony in support of such recommendation must, when practicable, embrace that of at least two eyewitnesses, and must be in the form of certificates from officers and affidavits from enlisted men and others, describing specifically the act or acts of gallantry performed.

4. Commanding officers will thoroughly investigate all cases of recommendation for medals of honor arising in their commands, and indorse their opinion

upon the papers, which will be forwarded to The Adjutant General of the Army, through regular channels.

183. Announcement of the award of a medal of honor to an officer on enlisted man of the Army will be made in orders from the War Department at the time that the award is made. Upon receipt of copies of such an order commanding officers will publish the order at the first formation at which orders are published to their commands.

184. When any enlisted man of the Army shall have distinguished himself in the service, the President may grant a certificate of merit to him, on the recommendation of the commanding officer of the regiment or chief of the corps to which such man belongs.

1. A certificate of merit can be granted only upon condition that the proper recommendation therefor is made while the person to whom the grant of the certificate is recommended is in the military service of the United States.

2. Unless the commanding officer of the regiment or corps, in which the enlisted man was serving at the time he distinguished himself, specifically recommends the award of a certificate of merit to that man, such certificate can not be granted to him upon the recommendation of any superior commander or of any other officer.

3. Consideration of cases will be confined to those in which the specific recommendation referred to in the preceding section was made or shall be made at the time of the act or within one year thereafter.

4. The word "corps" as used in this article is construed to refer to any staff corps or department of the Army, or any body of troops not forming part of a regiment.

185. Recommendations for a certificate of merit must be based upon the statement of an eyewitness, preferably the immediate commander. The act or acts by which the enlisted man distinguished himself must be specifically described, and when the recommendation is made by a commissioned officer who was an eyewitness it must be so stated. When a commissioned officer was not an eyewitness, the testimony, when practicable, of at least two eyewitnesses who so describe themselves must accompany the recommendation. Each case will be submitted separately and forwarded through the regular channels, with the views or recommendations of each commander indorsed thereon, including the commanding officer of the regiment, or chief of the corps to which the enlisted man belongs.

186. Additional pay at the rate of $2 a month from the date of the distinguished service is allowed to each enlisted man to whom a certificate of merit is granted.

187. If the soldier be out of the service when the certificate is issued, it will be retained in the office of The Adjutant General of the Army until called for, when proof of the identity of the applicant will be required. Should he die before receiving his certificate, it will be deposited in the office of the Auditor for the War Department for delivery to those legally entitled to it.

188. Neither a medal of honor nor a certificate of merit will be awarded in any case when the service of the person recommended, subsequent to the time he distinguished himself, has not been honorable.

189. Any person in the military service who comes, except by legal transfer or bequest of the owner, into possession of a medal or badge that is indicative of military service or efficiency and authorized to be worn as a part of the uniform of the Army shall immediately report the fact of such possession to his commanding officer for report to The Adjutant General of the Army, with a view to its return to the proper owner.

ARTICLE XXVI.

Territorial Departments.

190. Territorial departments are established and their commanders assigned by direction of the President.

191. The commander of a territorial department commands all the military forces of the Government within its limits, whether of the line or staff, except in so far as exempted from his control by the Secretary of War. The Army War College, the Army Staff College, the Engineer School, the Coast Artillery School, the Army School of the Line, the Army Signal School, the Mounted Service School, the Army Field Engineer School, the Army Field Service and Correspondence School for Medical Officers, the School of Fire for Field Artillery, the School of Musketry, the Signal Corps Aviation Schools and the United States Army Balloon School in all that pertains to the courses of instruction or their separate organization and administration as schools, the United States Military Academy, the Army Medical School at Washington, D. C., the arsenals, the general depots of supply, the general service recruiting stations, general recruit depots, the United States Disciplinary Barracks and any branch thereof, general hospitals, such permanent fortifications as may be in process of construction, officers employed on special duty under the Secretary of War, and any military force temporarily within a department when such force is commanded by an officer exercising general court-martial jurisdiction are exempted from the control of department commanders; but in the matter of trials by courts-martial and in all other matters respecting the administration of military justice all persons subject to military law stationed within a territorial department and not within the general court-martial jurisdiction of another officer remain, except as provided in paragraph 944, notwithstanding the exemptions of this regulation, under the jurisdiction of the department commander, to whom charges for trial by general court-martial will be forwarded through the usual channels for appropriate action, and who shall have authority to issue the necessary orders required under the practice of courts-martial for the attendance of witnesses, or for the taking of depositions, and in the United States to send to their proper organizations enlisted men who have been tried within the department and acquitted, or sentenced and retained in the service. No order will be issued by the commander of any territorial department in the United States for the travel of an enlisted man beyond the limits of such department, except as provided in the Army Regulations, unless such commander is specially authorized to do so by the Secretary of War.

The commander of any territorial department, unless otherwise directed by the Secretary of War, will give the necessary orders providing for the payment of troops at posts or places within the limits of his department that are excepted from his control by the Secretary of War, and will make or cause to be made at arsenals, depots of the supply departments, general hospitals, general recruit depots, or other place, with the exception of the United States Military Academy and the United States Disciplinary Barracks or any branch thereof, at which officers and enlisted men are on duty within the limits of his department, at least one inspection each year and such other inspections as he may deem necessary or advisable. These inspections will be limited to matters pertaining strictly to discipline, sanitation, shelter, supply, and equipment, and will not extend to matters pertaining strictly to recruiting, the professional administration of hospitals and the technical administration of depots of the supply departments, the details of ordnance or engineering work, prison regulations,

or the purely technical features of the administration of these establishments. Reports of these inspections will be forwarded directly to The Adjutant General of the Army for the consideration of the Secretary of War. This regulation shall not be construed as increasing the control of department commanders over such exempted places, except as is necessary for the purposes of these inspections only.

When an emergency demands, all military men and matériel within the geographical limits of their commands come under the supervision of department commanders. (*C. A. R., Nos. 31 and 49.*)

192. Except as otherwise provided for in paragraph 191, quartermasters, officers on duty at general depots of supply, and others indicated in that paragraph, whether reporting by letter to department commanders or not, are subject to their orders for court-martial or other temporary duty, in an emergency only, and such officers, together with those on duty directly connected with the schools mentioned in paragraph 191, shall not be detached without orders from the Secretary of War.

193. 1. In time of peace a department commander is charged, under direction of the War Department, with the duty of preparing for war all the troops and all the military resources of his department and with the administration of all the military affairs of his department, except as otherwise prescribed by Army Regulations or existing orders. In time of war he is charged, under direction of the War Department, with the duty of recruiting, organizing, equipping, training, and forwarding all reservists, militia, and volunteers called for within his department, and with the administration of the affairs of troops not forming part of the forces in the field or excepted from his control by orders or regulations of the War Department. He will administer his department so as to insure complete continuity of function in peace and war, and the tactical division and other tactical units so as to insure their constant readiness to take the field without material change of administrative machinery.

2. He will annually concentrate his tactical division, or portions thereof, and secure for himself and his division staff as much practice as possible in the actual handling and supply of troops in the field. During this concentration he will personally conduct tactical inspections of brigades or larger portions of his command, utilizing the services of the officers of his staff or of his command and such other officers as may be ordered by higher authority to report to him for that duty. The object of such inspections is to determine the preparedness of organizations for war service, and the capacity of brigade commanders and all other officers for the exercise in the field of command appropriate to their rank. With this object constantly in view the character of the inspection may be varied by the department commander, and any exercise may be required which may be necessary to arrive at definite conclusions and to justify positive recommendations, but tactical inspections will ordinarily embrace the following subjects:

(*a*) Fitness and sufficiency of uniform and equipment of organizations for field service.

(*b*) Camping, camp economy, observance of proper camp sanitation, and care of the sick.

(*c*) Physical condition of officers and men, and the use of prophylactic treatment for the prevention of diseases.

(*d*) Marching capacity of organizations, as indicated by the rate of march, the observance of correct principles of marching, the distance covered, the resulting physical condition of men and animals, and the number, if any, disabled as a result of marching during the entire period of the inspection.

(*c*) Care of the feet of men; the supply and fit of footwear; the care of backs, necks, and feet of animals; proper bitting of animals and fitting of saddles and harness; and care of matériel.

(*f*) The preparation and service of food.

(*g*) The efficiency of the service of supply.

(*h*) The transmission of information (Field Service Regulations).

(*i*) Drill Regulations; combat exercises appropriate to the size of the command.

(*j*) Field fortification, including the reconnaissance, selection, and occupation of defensive positions, the actual construction of appropriate intrenchments, when practicable, and the rendition of reports, including the necessary sketches, based on standard publications and service manuals treating of the subject of field fortification.

(*k*) The annual proficiency test for infantry and cavalry and a field firing test for field artillery. The proficiency test for infantry and cavalry will be, where practicable, that required by the Small Arms Firing Regulations. For the field artillery an additional allowance of ammunition of 36 rounds per battery is authorized; if it is not practicable to hold the test at the place of this particular inspection, it will be held at the place where service practice is held and as a part of the tactical inspection. When practicable the Inspector General of the Army will designate a field artillery officer of his department to report to the department commander as his assistant in making the tactical inspections of field artillery herein prescribed. The itinerary for such field artillery inspections will be arranged by the Inspector General after correspondence with the department commander. A department commander may designate one of his brigade commanders to represent him at field artillery inspections. The reports of such inspections will be prepared by the field artillery inspector under the supervision of the department or brigade commander, by whom they will be transmitted for action, as provided in section 7 of this paragraph, for reports of other tactical inspections.

(*l*) Tactics: Terrain exercises; the service of information (Field Service Regulations); field exercises appropriate to the size of the command acting alone or as a part of a larger force, based on Field Service Regulations, standard publications on tactics, and the combat principles of the drill regulations of the various arms of the service.

(*m*) The annual physical examination and riding or walking test to be conducted at this time if practicable.

3. Whenever practicable the tactical inspection shall include a progressive field exercise extending over a period of several days and terminating in an action of all three arms combined.

4. In all cases requiring the promulgation of field orders the responsible commanding officer will, personally and without assistance, write or dictate his orders, of which a copy will be submitted at the time to the officer conducting the inspection. The use of books or other sources of information will not be permitted in preparing the orders or instructions required.

5. In these tactical inspections every effort will be made by department commanders, by application to the War Department, if necessary, to secure as assistants inspectors general or acting inspectors general of the arm to be inspected. When an inspector general or acting inspector general is not available the department commander will be accompanied by an officer of the arm to be inspected.

6. The program of inspection and the problems required in connection therewith will be prepared under the direction of the department commander.

7. The department commander will prepare the report of inspection of brigades or larger portions of his command and forward the same to The Adjutant General of the Army. The Adjutant General will transmit the report to the Inspector General of the Army. The report will set forth the designations of the organizations, the strength present and absent and how absentees are accounted for, and the results of the inspection, dealing only with important defects and deficiencies, recommendations with a view to corrective action which can not be taken by the department commander, and commendations. A written statement of important defects and deficiencies which were not remedied by the department commander at the time of the inspection, and of other matters which require further comment will be furnished by him to the commanding officer of the troops inspected. Minor defects will be corrected at the time of inspection, and when so corrected will not be reported.

8. The latter officer will submit through the next higher commander to the department commander a copy of this statement, with a report stating what remedies he has applied or will apply to correct each of the irregularities or defects found, and will recommend the proper action with regard to those that he has not the power or authority to remedy. This statement and report by the commanding officer of troops will be forwarded by the department commander with his report.

9. If for any reason the department commander can not concentrate his division or portions thereof, he will promptly inform the War Department. He will also promptly inform his brigade commanders in order to give them time and opportunity to make the inspections prescribed in paragraph 194.

10. Errors of judgment committed in the solution of tactical problems should not be considered as defects and irregularities which require answers or explanation, except where the execution of the problem shows such lack of training as indicates neglect or violation of orders or instructions of the War Department. It is only in the latter case that such errors will be submitted as a part of the list of irregularities furnished the commanding officer of troops. Tactical errors should, except as above noted, be disposed of at conferences or critiques conducted by the department commander after the execution of the problems.

11. Upon conclusion of this inspection, and at any other time, the department commander will report by name any and all officers whose organizations are not properly prepared for war service, who have not exhibited proper capacity for the exercise in the field of command appropriate to their rank, or who are believed to be incapable, from any cause, of performing the duties of their several grades either in garrison or actual service in the field. Such reports will be accompanied by the evidence covering the cases. The officers so reported will be given an opportunity to reply, such replies to be appended to the report.

12. The department commander will make or require to be made such other inspections as he may deem necessary.

13. He will report any errors, irregularities, or abuses requiring the action of higher authority.

14. He will have charge of such matters pertaining to the instruction, camps of instruction, maneuvers, mobilization, and concentration of the Organized Militia within his department as may be assigned to him by the War Department. From the date on which mobilization of the Organized Militia is ordered all officers of the Regular Army on militia and college duty in a State, Territory, or the District of Columbia affected by the call will be under the immediate orders of the commander of the department in which they are serving, if not already subject to his authority.

15. He will have immediate charge of the inspections necessary to carry out, for all the Organized Militia belonging within the limits of his department, the provisions of section 3 and section 14 of the militia act approved January 21, 1903, and to assist in this duty all officers of the Army, active and retired, on duty with the Organized Militia within the limits of his department will report to him and will send through him their reports of inspections under said sections 3 and 14. Reports and returns of the Organized Militia which may be required under the provisions of section 12 of the act of January 21, 1903, will be referred by the War Department to the department commanders for their information, and will be returned to the War Department for file.

16. He will enter into cordial relations with the military authorities of the States embraced in his department, will ascertain as far as practicable the degree of care exercised by the State authorities in storing and preserving United States property, and will advise them as to the proper methods to be followed in regard thereto.

17. He will keep himself informed as to the efficiency for field service of the State forces, and in his annual report will express an opinion as to the fitness for field service of the tactical divisions within his department. He will include in his annual report a statement of the duties performed in connection with the Organized Militia.

18. He will exercise general supervision over garrison schools and will coordinate post-graduate work with a view to securing uniformity of instruction and progressive tactical training throughout his command. He will exercise immediate supervision over the training and instruction of units of his command not attached or belonging to brigades.

19. He will announce annually the seasons for garrison and field training and will allot a portion of each year for the training of the combined arms.

20. Upon the recommendation of brigade and other subordinate commanders he will designate the practice season for small-arms target practice; will examine reports of target and service practice of all arms of the service, and will issue the necessary orders for holding small-arms target competitions within his department.

21. He will report to The Adjutant General of the Army all matters relating to the general welfare of the command, including such changes of stations of troops as he may deem desirable, but will obtain the approval of the War Department before ordering the movement, except that the commanders of the Philippine and Hawaiian Departments originate, direct, or approve military operations within their departments, and may transfer troops from one point to another requiring reenforcements.

22. Whenever the stations of troops are changed, either permanently or temporarily, in a department within the United States the department commander will immediately report by telegraph to The Adjutant General of the Army the destination of each organization moved and the names, with arm of service, of officers accompanying it who do not belong thereto.

23. He will make a similar report when the troops arrive at the new station. If it is necessary to move troops to meet emergencies, such movements and all the circumstances will be reported at the earliest possible moment. Correspondence with the War Department will be through the department commander unless otherwise directed in Army Regulations and War Department orders.

24. The department commander will examine and report from time to time upon the physical condition of all permanent works of fortification that are under his command and within the territorial limits of his department, and will,

through his department engineer and the district engineer officers, cause such necessary repairs to be made, not involving structural changes, as may be practicable with the means and funds available. Structural changes deemed necessary by him will be reported to the War Department. (*C. A. R., Nos. 9 and 44.*)

193½. For the information of the Secretary of War in the preparation of his annual report, officers in command of territorial departments and independent commands in the field and chiefs of bureaus of the War Department will submit a report of military operations during the year, fully setting forth the conditions generally in their commands or bureaus. These reports will be as brief and succinct as possible, avoiding duplication and prolixity of statement. Reports of military commanders while reviewing the operations of their subordinate commands will not include copies of such reports. Reports will be limited to the affairs and needs of the particular command. Rosters of staff officers and troops serving in the command and changes of stations of troops are not desired, as information upon these subjects is furnished elsewhere. General recommendations affecting the service as a whole or regarding lines of general policy will not be included in the annual reports, but will be made the subject of special reports.

All annual reports will cover the fiscal year ending June 30 and, as a rule, will terminate on that date. Should military conditions after June 30 require later information, supplemental reports will be promptly forwarded to the War Department. All reports, including those required by the act of March 3, 1883, and the act of August 18, 1894, of various boards and commissioners and of the superintendent of the Military Academy, will be prepared as soon after June 30 each year as possible.

All reports will be submitted in manuscript and will not be printed nor distributed until notification is received of the approval of the Secretary of War. When printing is authorized, the reports of commanding officers of territorial departments and independent commands in the field will be in the form and measure of general orders. Twenty printed copies will be sent to The Adjutant General of the Army. Reports of subordinate commanders will not be printed.

194. 1. A brigade commander is charged with the duty of preparing for war all troops and all the matériel pertaining to his brigade and with the duty of assisting the department commander in the performance of his functions in connection with the Organized Militia. He will command his brigade and will be responsible for its instruction, tactical efficiency, and preparedness for war service.

2. He will supervise garrison schools, giving especial attention to the postgraduate course of instruction for officers of his brigade with a view to insuring uniformity of instruction and progressive tactical training throughout his command.

3. He will visit each post garrisoned by troops of his brigade at least once each year during the period of garrison training, and during such visits will examine into the results obtained in garrison schools and will personally supervise the postgraduate course of instruction; in addition thereto he will personally conduct or supervise such field exercises, war games, terrain exercises, tactical or staff walks or rides, and require the solution of such map problems or the performance of such other duty as may be necessary to determine the amount of progress made and the fitness of officers for the exercise of command appropriate to their rank, theoretical instruction being substituted for practical training only when climatic conditions make outdoor work undesirable.

4. At the time of the annual tactical inspection by the department commander, prescribed in paragraph 193, the brigade commander, under the supervision of the department commander, will make such inspections of his brigade and other troops under his command as will enable him to make a report to the department

commander as to the tactical efficiency of such troops. The results of this inspection by the brigade commander, with comments thereon, will be embodied in the report of the department commander to The Adjutant General of the Army.

5. He will take the necessary steps to inform himself whether or not the division or portions thereof are to be concentrated and inspected by the department commander. In case the brigade is not to be concentrated, the brigade commander will then make the annual tactical inspections of the parts of his brigade and of other troops under his command in a manner similar to that prescribed for the department commander in section 2, paragraph 193. He will forward the completed reports of all such inspections, with the reports of remedial action, through the department commander to The Adjutant General of the Army. He will apply to the department commander for, and be assisted by, such inspectors general or acting inspectors general and other officers as the department commander may detail for that duty.

6. At the conclusion of such inspections, and at such other times as he may deem advisable, he will report by name to The Adjutant General of the Army any and all officers who are believed to be incapable, from any cause, of performing the duties of their several grades, either in garrison or actual service in the field. Such reports will be accompanied by the evidence covering each case. The officers so reported will be given an opportunity to reply, such replies to be appended to the report. From time to time he will report any errors, irregularities, abuses, or offenses requiring the action of higher authority and will at all times take the necessary corrective action when efficiency is found below a proper standard.

7. During his visits to posts herein prescribed the brigade commander will be accompanied by one staff officer; in the field he will be accompanied by his entire staff.

8. He will exercise general supervision over the target practice of the troops of his brigade and will witness combat firing, field firing, and proficiency tests whenever practicable.

9. He will be regarded as an intermediate commander under paragraph 783 in all matters pertaining to target practice, the appointment, promotion, assignment, transfer, detail, leave of absence, resignation, dismissal, retirement, efficiency and discipline of officers, the instruction and tactical efficiency of his brigade, and in such other matters as are necessary for his information or require his action or control, but his headquarters will not be made an office of record and administrative work will not be permitted to interfere with his duties as a tactical commander.

10. He will perform such other duties as may be assigned him by superior authority.

11. The commander of a Coast Artillery district in the United States stands in the same general relation toward his command and toward higher authority as does a brigade commander and has the functions and duties herein prescribed for brigade commanders, with such obvious modifications as the special nature of his command makes necessary.

12. In order to carry out the duties imposed upon brigade commanders and Coast Artillery district commanders by this paragraph, these commanders are authorized to issue the necessary orders for themselves for such journeys as are needed for the inspection and instruction of their respective brigades, districts, or portions thereof, under the limitations imposed by section 7 of this paragraph.

The authority to issue travel orders conferred upon a brigade commander by this paragraph will not apply when the brigade is serving as a component part of a mobilized division. In such a case the necessary travel orders will be issued by the division commander. (*C. A. R. No. 9.*)

195. Department, division, and brigade commanders are expected to determine controversies arising within the limits of their jurisdiction and decide questions referred to them on appeal.

196. In the event of the death or disability of the permanent commander of a territorial department, or his temporary absence from the limits of his command, the senior line officer present and on duty therein will exercise the command of the department, unless otherwise ordered, until relieved by proper authority. Although a department commander may continue to discharge the more important functions of his command while absent from its territorial limits, his exercise of command and his absence therefrom require the sanction of higher authority. If intending to leave his headquarters for an absence within his department, he will report to the next higher commander his intention, his address during his absence, and the proposed duration thereof.

197. In time of peace a territorial department commander's staff will consist of his authorized personal aids, an officer in charge of militia affairs, and one officer from each of the following corps and departments: General Staff Corps, Adjutant General's Department, Inspector General's Department, Judge Advocate General's Department, Quartermaster Corps, Medical Department, Corps of Engineers, Ordnance Department, and Signal Corps, and such additional staff officers as may be assigned by the War Department, including a medical officer, who shall be the sanitary inspector of the department.

To permit the department commander to perform satisfactorily the territorial and tactical functions imposed upon him by paragraph 193, his staff will be organized into two sections, as follows:

The territorial department staff: Consisting of those officers whose functions pertain to the department as a territorial command.

The division staff: Consisting of those officers whose functions pertain to the division as a tactical unit and who accompany the division wherever it may go.

The division staff officers will be required to assume no money or property accountability except that which may pertain to the division.

The duties prescribed for the inspector of small-arms practice will be performed by an aid or other officer of the department commander's staff.

198. The staff of a general officer commanding a brigade, district, or post will consist of the authorized personal aids and an adjutant. The Coast Artillery district staff consists of the adjutant (personnel officer) and the matériel officer, and of the authorized personal aids when the district is commanded by a general officer.

199. The official designation of the senior officers of the corps and department on the staff of department commanders will be as follows:

Of the General Staff Corps, chief of staff; of the Adjutant General's Department, department adjutant; of the Inspector General's Department, department inspector; of the Judge Advocate General's Department, department judge advocate; of the Quartermaster Corps, department quartermaster; of the Medical Department, department surgeon; of the Engineer Corps, department engineer; of the Ordnance Department, department ordnance officer; of the Signal Corps, department signal officer.

When one of the required staff officers is not assigned, or a staff officer is temporarily absent or disabled, the duties of his position will be performed by the assistant, if any, or by other members of the staff.

200. Funds for contingent expenses at department headquarters are allotted by the Secretary of War and placed to the credit of the department adjutants. The amount allotted will be apportioned by the department commander to the officers of the staff corps serving at his headquarters as the interests of the service dictate, and the department adjutant will make purchases and expendi-

tures as those officers request, subject to the written approval of the department commander. Articles that are expendable in the supply departments will be transferred by the department adjutant to the staff officers concerned and expended by the latter without any fourther accounting, being continued in use until consumed or worn out. Articles that are not expendable in the supply departments will be carried on the return of the department adjutant, the staff officers receiving such articles to give therefor memorandum receipts only. On June 30 of each year the department adjutant will make return for such property to The Adjutant General of the Army, to whose satisfaction expenditures, losses, etc., will be explained.

ARTICLE XXVII.

Military Posts and Reservations.

POSTS.

201. Permanent military posts within the States composing the Union and the Territories contiguous thereto, including Alaska, will only be established with the express authority of Congress. Posts in the insular possessions of the United States will be established under the direction of the Secretary of War. All military posts will be named by the Secretary of War.

202. Permanent posts will be styled "forts," and points occupied temporarily by troops "camps."

203. The commander of a post is charged with the duty of preparing for war all the troops and all the matériel pertaining to the tactical unit to which he belongs. He will command the post and will administer all the military affairs thereof. He is responsible for the safety, defense, and discipline of the post, but for the instruction, tactical efficiency, and preparedness for war service of the troops pertaining only to the tactical unit to which he belongs. When troops of different brigades are serving at the same post he will see that the approved programs prescribed by proper authority in accordance with instruction orders of the War Department are faithfully complied with, and will see that commanders of units not pertaining to his tactical command are given every possible facility for preparing their commands for service. Should such programs involve conflicting requirements which can not be adjusted at the post, he will refer the matter through military channels to the department commander, whose decision will be final.

He will be responsible for the preservation and proper application of public property, for the strict enforcement of laws and regulations, and for the proper condition of quarters and defenses. He will make an inspection of his command on the last day of every month, will satisfy himself by frequent personal examination that the disbursements of all officers in charge of funds are in accordance with law and regulations and their accounts correctly stated, and will make such reports of these inspections and examinations as the department commander may direct.

General officers commanding posts will leave the details of administration to subordinate commanders as far as practicable. Thus the visits prescribed in paragraph 204 to be made by the post commander, and the action prescribed for the commanding officer in case of deserters in Article XIX, may be delegated to regimental or detached battalion commanders; regimental commanders should appoint summary courts for the trial of cases arising in their respective regiments; under paragraph 711 regimental and separate battalion commanders should appoint surveying officers for cases arising in their respective commands.

A general officer commanding a post may authorize regimental or separate battalion commanders to approve requisitions for clothing, for allowances the amounts of which are fixed, and for such amounts of stationery as the post commander may prescribe. All military personnel and employees within the limits of a post, doing duty pertaining wholly to that post, will be under the direct command of the post commander.

The post commander is also charged with the responsibility of seeing that all enlisted men of his command, at all times while in the active service of the United States in the Army, do not leave their posts to engage in any pursuit, business, or performance in civil life, for emolument, hire, or otherwise, when the same shall interfere with the customary employment and regular engagement of local civilians in the respective arts, trades, or professions.

Within the meaning and purpose of this paragraph a coast defense command is to be regarded as a military post. If it should be impracticable for the coast defense commander to complete the monthly inspection of his command on the last day of the month, the inspection will be completed as soon thereafter as possible. (*C. A. R., No. 43.*)

204. The post commander and surgeon will make frequent visits during the month to the hospital, guardhouse, mess hall, mess rooms, and other buildings and rooms used by enlisted men.

205. An orderly observance of the Sabbath by the officers and men in the military service is enjoined. Military duty and labor on Sunday will be reduced to the measure of strict necessity.

206. The staff of a post commander will consist of such staff officers as are on duty at the post, and such line officers as may be required for staff duties. Their official designations will be as follows: Adjutant, quartermaster, surgeon, engineer officer, ordnance officer, and signal officer. The official address of the senior medical officer at a post will be—

THE SURGEON,
FORT —— ——,

and in like manner the official addresses of the other staff officers of a post will be, respectively: The Adjutant, The Quartermaster, The Engineer Officer, The Ordnance Officer, and The Signal Officer, Fort —— ——.

207. Expenditures of labor, money, or material upon posts will be strictly limited to the amounts allowed by law and regulations.

208. When practicable, temporary buildings for the use of the Army will be erected by its enlisted force, and necessary repairs of public buildings at garrisoned posts not appropriated for or specially authorized will be made by the troops.

209. Post commanders are authorized to assist mail contractors with Government transportation, provided it can be spared without detriment to the service, when, through accident or unavoidable casualty, they are deprived of the means necessary to fulfill their contracts. Such assistance must cease as soon as the contractor can, by exercise of proper diligence, resupply himself with transportation. Receipts for the property loaned will be taken, which, in the event of its loss or damage, will be forwarded, with a report of facts, to The Adjutant General of the Army, that the amount involved may be collected from the contractor through the Post Office Department.

210. At posts supplied with ordnance and with ammunition for the purpose, a morning and evening gun will be fired daily at reveille and retreat.

POST RECORDS.

211. The following-named books of record, reports, and papers will be kept at each post: A correspondence book, a consolidated morning report and a guard report, furnished by the Adjutant General's Department; a post exchange council book, furnished by the post exchange. A document file, copies of all returns and reports rendered (if not contained in document file), all orders received, in fine, all official papers that relate to post administration will be filed and preserved as a part of the post records. The records of post noncommissioned staff officers and of other enlisted men at posts not belonging to organizations serving thereat will be kept as provided for companies. The records will not be removed from the post except on its discontinuance. Commanding officers will see that the records are accurately kept and are properly transferred to their successors.

RESERVATIONS.

212. Department commanders will supervise all military reservations within the limits of their commands. If necessary, post commanders will use force to remove trespassers.

No license or permission to any civilian to use or occupy any part of a reservation will be given, except by the Secretary of War, unless he be in the employ of the Government, or in the family or service of persons there employed. (*C. A. R., No. 42.*)

212½. Except in rare instances where the privilege desired is of but slight importance, permission to erect or construct buildings other than public on military reservations will be granted only by the Secretary of War under a revocable license executed by him, in which the conditions for occupancy will be clearly set forth. (*C. A. R. No. 23.*)

213. Military posts and the buildings and grounds pertaining thereto will be kept in a clean and attractive condition. Reasonable adornment and beautification of the grounds in the neighborhood of public buildings is to be sought, but troops are not to be employed for such purposes to such an extent as to interfere with their training and instruction.

Live trees in the vicinity of the inhabited parts of a military reservation will not be cut down, except on the recommendation of a board of officers consisting of the three officers on duty at the post next in rank to the commander, or of as many as are available if less than three, and when such recommendation is approved by the post and department commanders.

214. Military posts temporarily evacuated by troops, and lands reserved for military use, will be under charge of the Quartermaster Corps. Permanent works of defense, however, and the lands appurtenant thereto, are under the supervision of the Engineer Department.

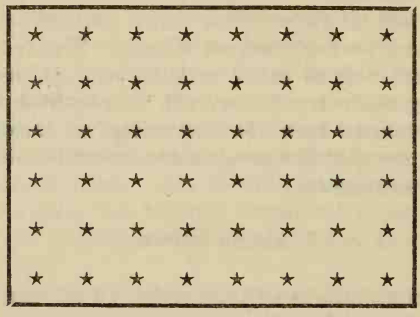
ARTICLE XXVIII.

FLAGS, COLORS, STANDARDS, AND GUIDONS.

215. The flag of the United States has 13 horizontal stripes, 7 red and 6 white, the red and white stripes alternating, and the union of the flag consists of white stars in a blue field placed in the upper quarter next the staff and extending to the lower edge of the fourth red stripe from the top. The number of stars is the same as the number of States in the Union. On the admission

of a State into the Union, one star will be added to the union of the flag, and such addition will take effect on the 4th day of July next succeeding such admission.

216. The field or union of the national flag in use in the Army will consist from and after July 4, 1912, of 48 stars, in six rows, 8 stars in each row, in a blue field, arranged as follows:



217. The flag of the President will be of blue bunting, of two sizes, the larger measuring 10.2 feet hoist and 16 feet fly, and the smaller measuring 3.6 feet hoist and 5.13 feet fly. In each of the four corners of the flag will be a five-pointed white star with one point upward, and the flag itself will bear the coat of arms conforming to the plan accompanying the Executive order of the President of the United States of May 29, 1916. In case other sizes are needed, they will be manufactured in the same proportions as shown in the plan accompanying the Executive order on the subject. (*C. A. R., No. 49.*)

218. The colors of the President shall be of blue silk, measuring 3.6 feet hoist and 5.13 feet fly, attached to a staff, single screw jointed, which shall be 10 feet 3 inches long, including the ferrule and a gold-plated head. The head shall consist of a globe 2 inches in diameter, surmounted by an American eagle, alert, 5⅜ inches high. In each of the four corners shall be a five-pointed white star with one point upward, the points of each star to lie in the circumference of an imaginary circle of 0.468 foot diameter. The centers of these circles are 0.77 foot from both the long and the short sides of the colors. In the center of the colors shall be placed a coat of arms, as prescribed and illustrated in the plan accompanying the Executive order of the President of the United States of May 29, 1916. The device, letters, and stars to be embroidered in silk, the same on both sides of the colors; the colors to be trimmed on three sides with knotted fringe of silver and gold 3 inches wide; the cord, 8 feet 6 inches long, having two tassels, to be composed of red, white, and blue silk strands. (*C. A. R., No. 54.*)

219. The flag of the Secretary of War shall be of scarlet bunting, measuring 12 feet fly and 6 feet 8 inches hoist. In each of the four corners shall be a 5-pointed white star with one point upward, the points of each star to lie in the circumference of an imaginary circle of 5 inches radius; the centers of these circles to be 17 inches from the short sides and 12 inches from the long sides of the flag. In the center of the flag shall be the official coat of arms of the United States, of suitable size.

220. The flag of the Assistant Secretary of War shall be of white bunting, measuring 12 feet fly and 6 feet 8 inches hoist. In each of the four corners shall be a 5-pointed scarlet star with one point upward, the points of each star to lie in the circumference of an imaginary circle of 5 inches radius; the

centers of these stars to be 17 inches from the short sides and 12 inches from the long sides of the flag. In the center of the flag shall be the official coat of arms of the United States, of suitable size.

221. The colors of the Secretary of War shall be of scarlet silk, 5 feet 6 inches fly, 4 feet 4 inches on the pike, which shall be 9 feet long, including ferrule and spearhead. In each of the four corners shall be a 5-pointed white star with one point upward, the points of each star to lie in the circumference of an imaginary circle of 2½ inches radius; the centers of these circles to be 13 inches from the short sides and 7½ inches from the long sides of the color. In the center shall be placed in colors the official coat of arms of the United States, the device, letters, and stars to be embroidered in silk on both sides of the color; the edges to be trimmed with knotted fringe of white silk 3 inches wide; the cord 8 feet 6 inches long, having two tassels, and composed of white and scarlet strands.

222. The colors of the Assistant Secretary of War shall be of white silk, 5 feet 6 inches fly, 4 feet 4 inches on the pike, which shall be 9 feet long, including spearhead and ferrule. In each of the four corners shall be a 5-pointed scarlet star, one point upward, the points of each star to lie in the circumference of an imaginary circle of 2½ inches radius; the centers of these circles to be 13 inches from the short sides and 7½ inches from the long sides of the color. In the center shall be placed in colors the official coat of arms of the United States, of suitable size; the device, letters, and stars to be embroidered in silk on both sides of the color; the edges to be trimmed with knotted fringe of scarlet silk 3 inches wide; a cord 8 feet 6 inches long, having two tassels, and composed of white and scarlet silk strands to be placed on the pike.

223. The garrison, post, and storm flags are national flags and shall be of bunting. The union of each is as described in paragraph 216 and shall be of the following proportions: Width, seven-thirteenths of the hoist of the flag; length, seventy-six one hundredths of the hoist of the flag.

The garrison flag will have 38 feet fly and 20 feet hoist. It will be furnished only to posts designated in orders from time to time from the War Department, and will be hoisted only on holidays and important occasions.

The post flag will have 19 feet fly and 10 feet hoist. It will be furnished for all garrison posts and will be hoisted in pleasant weather.

The storm flag will have 9 feet 6 inches fly and 5 feet hoist. It will be furnished for all occupied posts for use in stormy and windy weather, and also to semipermanent camps to be displayed in any weather during such hours as may be designated by the commanding officers of such camps. It will also be furnished to national cemeteries.

The garrison and post flag will be hoisted on a flagstaff of metal or wood, 75 feet to 100 feet high; the camp or station flag, where the regularly prescribed staff is not available, will be hoisted on a wooden staff approximately 50 feet high, the staff to be supplied with a galvanized pulley at the top and with a galvanized cleat at the bottom, and also with the necessary halyards. (*C. A. R., No. 45.*)

224. A recruiting flag and an advertising flag will be furnished for general recruiting stations.

These flags will be of two sizes, known as large and small. The large flag will be 9 feet 6 inches fly and 5 feet hoist, and the small flag 4 feet 6 inches fly and 2.37 feet hoist. They will be provided with an incased lath to keep the flag from tangling while displayed with staff horizontal.

The recruiting flag will be of the same description as the storm flag.

The advertising flag will be of blue bunting and bear on both sides the following inscription in bleached muslin letters:

MEN WANTED
FOR THE
UNITED STATES
ARMY.

(*C. A. R., No. 55.*)

224½. FLAGS FOR CHAPLAINS.—A flag of blue bunting, rectangular in shape, 2 feet hoist and 3 feet fly, bearing in the center a Latin cross 18 inches high and of suitable width, in white, will be furnished to each chaplain by the Quartermaster Corps.

These flags will be used for field service only and will be dropped by the issuing officer from his property account upon the receipts of the chaplains to whom they are supplied.

225. The flag of the Geneva Convention, to be used in connection with the national flag in time of war with a signatory of the convention, will be as follows:

For general hospitals, white bunting, 9 by 5 feet, with a red cross of bunting 4 feet high and 4 feet wide in the center; arms of cross to be 16 inches wide.

For field hospitals, white bunting, 6 by 4 feet, with a red cross of bunting 3 feet high and 3 feet wide in the center; arms of cross to be 12 inches wide.

For ambulances and guidons to mark the way to field hospitals, white bunting, 28 by 16 inches, with a red cross of bunting 12 inches high and 12 inches wide in the center; arms of cross to be 4 inches wide.

226. REGIMENTS OF ENGINEERS.—The national color shall be of silk, 5 feet 6 inches fly, 4 feet 4 inches on the pike, which shall be 9 feet long, including spearhead and ferrule; the union to be 2 feet 6 inches long, with stars embroidered in white silk on both sides of the union; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; the cord 8 feet 6 inches long, having two tassels, and composed of red, white, and blue silk strands. The official designation of the regiment will be engraved on a silver band placed on the pike. The regimental color shall be of scarlet silk of the same dimensions as the national color, having embroidered upon it in colors the official coat of arms of the United States, of suitable size. Below the coat of arms in the middle will be embroidered, in white silk, the insignia of the Corps of Engineers and also an outlined scroll bearing the inscription "—— U. S. Engineers"; the edges to be trimmed with knotted fringe of white silk 2½ inches wide; cord and tassels same size as national color, to be of white and scarlet silk strands; both sides of color to be embroidered alike. (*C. A. R., No. 47.*)

227. MOUNTED ENGINEERS.—The national standard shall be the national flag of silk, 4 feet fly and 3 feet on the lance, which shall be 9 feet 6 inches long, including spearhead and ferrule; the union to be 22 inches long, with stars embroidered in white silk on both sides of the union; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; the official designation of the battalion to be engraved on a silver band placed on the lance.

The battalion standard, of same dimensions as the national standard, shall be of scarlet silk, having embroidered upon it in colors the official coat of arms of the United States, of suitable size. Below the coat of arms in the middle shall be embroidered in white silk the insignia of the Corps of Engineers, and also an outlined scroll bearing the inscription "—— Battalion, U. S. Mounted Engineers"; the edges to be trimmed with knotted fringe of white silk 2½ inches wide. (*C. A. R., No. 47.*)

228. Coast Artillery Corps.—The national color shall be as prescribed in paragraph 226, the official designation of the coast defense command to be placed on the silver band.

The corps color, of the same dimensions as national color, shall be of scarlet silk, having embroidered upon it in colors the official coat of arms of the United States, of suitable size. Below the coat of arms in the middle will be embroidered in yellow silk two cannons, crossed; also a scroll embroidered in yellow silk and bearing the inscription "U. S. Coast Artillery Corps," embroidered in red silk; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; cord and tassels same size as those of national color, to be of red and yellow silk strands. One set of national and corps colors shall be issued to the headquarters of each coast defense command.

229. Infantry Regiments.—The national color shall be as prescribed in paragraph 226, the official designation of the regiment to be placed on the silver band.

The regimental color, of same dimensions as national color, shall be of blue silk, having embroidered upon it in colors the official coat of arms of the United States, of suitable size. Below the coat of arms shall be placed a scroll embroidered in red silk, bearing the inscription "—— U. S. Infantry," embroidered in white silk; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; cord and tassels same size as those of national color, to be of blue and white silk strands.

230. Standards for Cavalry Regiments.—The national standard shall be the national flag of silk, 4 feet fly and 3 feet on the lance, which shall be 9 feet 6 inches long, including spearhead and ferrule; the union to be 22 inches long, with stars embroidered in white silk on both sides of the union; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; the official designation of the regiment to be engraved on a silver band placed on the lance.

The regimental standard, of same dimensions as the national standard, shall be of yellow silk, having embroidered upon it in colors the official coat of arms of the United States, of suitable size. Below the coat of arms shall be placed a scroll embroidered in red silk and bearing the inscription "—— U. S. Cavalry," embroidered in yellow; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide.

231. Standards for Field Artillery Regiments.—The national standard shall be as described in paragraph 230.

The regimental standard, of the same dimensions as the national standard, shall be of scarlet silk, having embroidered on it in colors the official coat of arms of the United States, of suitable size. Below the coat of arms shall be placed a scroll embroidered in yellow silk and bearing the inscription "—— U. S. Field Artillery," embroidered in scarlet; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide.

231½. Standards for Battalions of Signal Corps.—The national standard shall be the national flag of silk, 4 feet fly and 3 feet on the lance, which shall be 9 feet 6 inches long, including spearhead and ferrule; the union to be 22 inches long, with stars embroidered in white silk on both sides of the union; the edges to be trimmed with knotted fringe of yellow silk 2½ inches wide; the official designation of the battalion to be engraved on a silver band placed on the lance.

The battalion standard, of the same dimensions as the national standard, shall be of orange silk, having embroidered upon it in colors the official coat of arms of the United States of suitable size. Below the coat of arms in the middle shall be embroidered, on both sides of the standard, the device of the Signal Corps, and also an outlined scroll bearing the inscription "—— Battalion,

Signal Corps, U. S. A."; the edges to be trimmed with knotted fringe of white silk 2½ inches wide. (*C. A. R., Nos. 47 and 54.*)

232. COLORS AND STANDARDS.—The silken national and regimental colors or standards shall be carried in battle, campaign, and on all occasions of ceremony at regimental headquarters in which two or more companies of the regiment participate.

A similar rule applies to the use of the silken colors of the battalion of Engineers and of the coast defense commands.

When not in use as prescribed in this paragraph, colors and standards will be kept in their waterproof cases.

233. SERVICE COLORS AND STANDARDS.—A national color or standard made of bunting or other suitable material, but in all other respects similar to the silken national color or standard, shall be furnished as follows: To each regiment of Engineers, one color for each battalion; to each regiment of Infantry, one color for each battalion; to each coast defense command, one color for each post where two or more companies are stationed; to each battalion of mounted Engineers, one standard; to each regiment of Cavalry, one standard for each squadron; to each regiment of Field Artillery, one standard for each battalion; to each battalion of the Signal Corps, one standard. The official designation of the regiment or mounted battalion of Engineers, regiment of Infantry, Cavalry, or Field Artillery, of the battalion of the Signal Corps, or of the coast defense command, will be engraved on a silver band placed on the pike or lance.

These colors and standards are for use at drills and on marches, and on all service other than battles, campaigns, and occasions of ceremony; but battalions and squadrons detached from regimental headquarters, and garrisons of Coast Artillery posts, other than coast defense headquarters, may use them upon all occasions. Not more than one national color or standard will be carried when the regiment or any part of it is assembled. (*C. A. R., No. 47.*)

234. COLORS FOR BATTALIONS OF PHILIPPINE SCOUTS.—The national service color prescribed in paragraph 233 will be used on all occasions. The official designation of the battalion will be engraved on a silver band placed on the pike or lance.

235. GUIDONS FOR CAVALRY.—Each troop of Cavalry will have a silken guidon, cut swallow-tailed, 15 inches to the fork, 3 feet 5 inches fly from lance to end of swallowtail, and 2 feet 3 inches on the lance, having two horizontal stripes each one-half the width of the flag, the upper red and lower white, the red stripe having on both sides in the center the number of the regiment in white silk, and the white stripe the letter of the troop in red silk, the letter and number block shaped, 4¾ inches high, the lance 1¼ inches in diameter and 9 feet long, including spear and ferrule. Each troop will also have a service guidon, made of bunting or other suitable material, in shape and design the same as the silken guidon; the latter will be used only in battle, campaign, or on occasions of ceremony.

236. GUIDONS FOR FIELD ARTILLERY.—Each battery of Field Artillery will have a guidon of scarlet silk, dimensions and shape same as described for Cavalry guidons; in the center on both sides of the guidon two crossed field guns, about 14½ inches in length, with number of regiment in the upper and letter of battery in the lower angle; field guns, number, and letter to be of yellow silk, number and letter block shaped, 4½ inches high; lance same as for Cavalry guidon. This silken guidon will be used only in battle, campaign, or on occasions of ceremony. Each battery will also have a service guidon of bunting or other suitable material, in shape and design the same as the silken guidon.

237. GUIDONS FOR ENGINEERS.—Each company of mounted Engineers and each mounted section of an Engineer company will have a guidon of scarlet silk,

dimensions and shape the same as described for Cavalry guidons; in the center on both sides of the guidon a castle about 10½ inches high and 14 inches in length; the guidon for a company of mounted Engineers to have an outlined panel 2 inches wide and 10 inches in length, containing the word "Mounted" in plain capital letters, above the castle, the lower line of the panel to be 3 inches above a line drawn between the tops of the outer turrets of the castle. The number of the battalion will be superimposed on the panel above the center turret of the castle, the base of the number to be 1¾ inches above a line drawn between the tops of the outer turrets of the castle. The letter of the company will be below the center turret of the castle, the top of the letter being 1¾ inches below the base of the castle; the number and letter to be block shaped and 4½ inches in height. Guidons for mounted sections of Engineer companies will be the same except that the bar or panel and the word "Mounted" will be omitted, the castle, panel, letters, and number all to be embroidered in silver; lance same as for Cavalry guidon. This silken guidon will be used only in battle, campaign, or on occasions of ceremony. Each company of mounted Engineers and each mounted section of an Engineer company will also have a service guidon, made of bunting or other suitable material, in shape and design the same as the silken guidon. (*C. A. R., No. 47.*)

238. Guidons for Signal Corps.—Each mounted company of the Signal Corps will have a guidon of orange silk, dimensions and shape same as described for Cavalry guidons; in the center on both sides of the guidon two crossed flags 6 inches square of white silk, with centers 2 inches square of scarlet silk, having staffs 15 inches in length of yellow silk; the letter of the company, of white silk, block shaped, 4½ inches high, to be placed above the crossed flags; lance same as for Cavalry guidon.

Each aero squadron of the Signal Corps will have a guidon of orange silk, dimensions and shape same as described for Cavalry guidons; in the center on both sides of the guidon the device of the Signl Corps; the flags to be 6 inches square, made of white silk, having in the center of each a 2-inch square of scarlet silk; the crossed staffs to be 17 inches long by seven-eighths inch wide, made of yellow silk; the squadron number, block shaped, 4½ inches high, to be placed in center above flags, 3½ inches from the top, and an eagle, 16 inches spread, to be placed in center below flags, 3½ inches from the bottom; the number and eagle to be of white silk; lance same as for Cavalry guidon.

Each telegraph company of the Signal Corps will have a guidon of orange silk, dimensions and shape same as described for Cavalry guidons; in the center on both sides of the guidon the device of the Signal Corps; the flags to be 6 inches square, made of white silk, having in the center of each a 2-inch square of scarlet silk; the crossed staffs to be 17 inches long by seven-eighths inch wide, made of yellow silk; the company letter, block shaped, 4½ inches high, to be placed in center above flags, 3½ inches from the top, and the forked lightning, 7¼ inches high, to be placed in center below flags, 3½ inches from the bottom; the letter and forked lightning to be of white silk; lance same as for Cavalry guidon.

The silken guidons prescribed for mounted and telegraph companies and aero squadrons will be used only in battle, campaign, or on occasions of ceremony. Each of these organizations will also have a service guidon made of bunting or other suitable material, in shape and design the same as the silken guidon. (*C. A. R., No. 39.*)

238½. Guidons for Field Hospitals and Ambulance Companies.—Each field hospital and each ambulance company of the Medical Department will have a guidon of maroon silk, dimensions and shape same as described for Cavalry guidons; in the center, on both sides of the guidon, the device of the Hospital

Corps, a caduceus made of white silk, 12¼ inches high; the field hospital or ambulance company number to be placed above the caduceus, 1½ inches from the top, and the letters "F. H." for field hospital and "A. C." for ambulance company to be placed below the caduceus, 1½ inches from the bottom; figures and letters to be of white silk, block shaped, 4½ inches high; lance same as for Cavalry guidon. The silken guidons will be used only in battle, campaign, or on occasions of ceremony. Each field hospital and each ambulance company will also have a service guidon, made of bunting or other suitable material, in shape and design the same as the silken guidon. (*C. A. R., No. 39.*)

238¾. Guidons for Motor Truck Companies.—Guidons with suitable staffs are authorized for each motor truck company of the Quartermaster Corps, and will be carried on the leading and rear trucks. They will consist of red, white, and blue bunting, triangular in shape; the piece of white bunting, diamond shaped, measuring 41 inches in length and 13½ inches at its widest part, to bear in center the insignia of the Quartermaster Corps of blue percale, to measure about 8½ inches in diameter from head of eagle to base of wheel; center of hub of wheel to be of red percale; the number of the company to be of blue percale, 5 inches high, placed between casing and insignia; the insignia and number to be securely stitched on both sides of the guidon; the upper corner next to the casing to be of red bunting, triangular in shape, 13½ inches wide, leading to a point at widest part of diamond, a distance of 20½ inches; the lower corner next to casing to be of blue bunting, triangular in shape, 13½ inches wide, leading to a point at widest part of diamond, a distance of 20½ inches. (*C. A. R., No. 47.*)

239. Whenever in the opinion of a commanding officer the condition of any silken color, standard, or guidon in the possession of his command has become unserviceable, the same will be forwarded to the depot quartermaster, Philadelphia, Pa., for repair if practicable. Should it be found that its condition will not warrant the expenditure of funds that may be involved, the depot quartermaster will return it to the officer from whom received and will furnish a new color, standard, or guidon in lieu thereof. Upon receipt of new silken colors, standards, or guidons commanding officers will cause those replaced to be numbered and retained by the organization to which they belong as mementos of service, a synopsis of which, bearing the same number, will be filed with the records of the organization. Service colors and guidons will be submitted for the action of an inspector when unfit for further use. (*C. A. R., No. 12.*)

240. Boat flags and pennants for the use of officers of the Army when making official visits by water are authorized as follows:

For General Officers.—A flag of scarlet bunting, rectangular in shape, 3 feet hoist and 4 feet 9 inches fly; the rank to be indicated by white stars of suitable size placed in the center line of the length of the flag; for a brigadier general, one star; for a major general, two stars, and for the lieutenant general, three stars.

The Chief of Coast Artillery and the chiefs of bureaus of the War Department will use the general officer's flag with the appropriate number of stars.

For Coast Defense Commanders.—A flag of scarlet bunting, rectangular in shape, 1 foot 6 inches hoist and 2 feet fly for small boats and launches and 2 feet 3 inches hoist and 3 feet fly for larger boats. In the center, on both sides, crossed cannon in yellow, with a medallion at their intersection, in scarlet, having an oblong projectile in yellow.

For Post Commanders.—A pennant of bunting, triangular in shape, 1 foot hoist and 3 feet fly; the third nearest the staff to be a blue field bearing thirteen white stars and the remaining two-thirds to be scarlet.

The truck of the staff for general officers, artillery district commanders, and post commanders above the rank of captain to be a gilt ball, and for post commanders of lower grade to be flat.

240½. There will be issued by the Quartermaster Corps, when the necessity therefor is certified by the respective department commanders, the following flags for automobiles, to be used by the officers designated when engaged in official duties, viz:

1. GENERAL OFFICERS, INCLUDING CHIEFS OF BUREAUS OF THE WAR DEPARTMENT.—Major general: Two stars of white muslin 6¾ inches from point to point, resting upon two points on the field of red bunting. Brigadier general: Same as for major general, having one star placed in center of flag.

2. ARTILLERY DISTRICT COMMANDERS.—Of red bunting, bearing two crossed cannon with a medallion at intersection containing a projectile, all of yellow muslin, 16½ inches long, placed in center of flag.

3. CHIEF UMPIRE AT MANEUVERS.—Of white bunting with two scarlet stripes 3 inches wide crossed diagonally from corner to corner.

These flags will be rectangular in shape, measuring 2 feet 2 inches fly and 1 foot 6 inches hoist, to be attached to suitable staffs. (*C. A. R., No. 47.*)

241. Camp colors will be as described for flags, printed upon bunting 18 by 20 inches, on a pole of ash 8 feet long and 1⅛ inches in diameter, the butt end armed with a pointed ferrule.

242. Whenever provisional divisions and brigades are organized for purposes of instruction, the headquarters of opposing forces are marked by blue and red banners, respectively. Headquarters of organizations may be marked, according to the force to which they belong, by blue or red flags or pennants with appropriate insignia in white.

Dimensions:

Division flag: 4 feet hoist, 6 feet fly.

Brigade pennant: Swallow-tailed, 4 feet hoist, 5 feet fly.

The chief umpire's flag will be made of white bunting, crossed diagonally from corner to corner with two stripes of red bunting, 8 inches wide; same size as division flag.

Flags and pennants for headquarters of opposing forces and organizations will be furnished by the Quartermaster Corps.

243. No ensign, pennon, streamer, or other banner of any kind other than the flags, colors, standards, pennants, and guidons prescribed by the Army Regulations or otherwise authorized by the War Department will be used by the Army or by any regiment or other organization thereof.

244. The names and dates of battles in which regiments or separate battalions have participated will be engraved on silver bands and placed on the pike of the colors or lance of the standard of the regiment or separate battalion, as the case may be. For this purpose only the names of those battles which conform to the following definition will be considered, viz: Battles are important engagements between independent armies in their own theaters of war, in contradistinction to conflicts in which but a small portion of the opposing forces are actually engaged, the latter being called, according to their nature, affairs, combats, skirmishes, and the like. A battle has for its object the determination of important questions of policy or strategy; an engagement may be partial, yet if it tend to these ends, it is also entitled to the dignity of being termed a battle.

The names and dates of battles which it is proposed to have engraved on the silver bands will be submitted to the War Department, which will decide each case on its merits.

At least two companies, troops, or batteries of a regiment or separate battalion must have participated in a battle in order that the name of the battle may be placed on the colors or standards thereof.

A company, troop, or battery shall not receive credit for having participated in a battle unless at least one-half of the actual strength thereof was engaged.

The Adjutant General of the Army will furnish each company, troop, and battery with a suitably engrossed certificate setting forth the names of all battles in which said company, troop, or battery participated, with the dates thereof, and showing, as nearly as may be, the organizations of the United States troops engaged therein, and against what enemy. This certificate will state that the names and dates of these battles are engraved on silver bands on the pike of the colors of the regiment or battalion, or the lance of the standard of the regiment or battalion, as the case may be; excepting in the case of companies which have no regimental or battalion organization.

This certificate will be suitably framed and kept posted in the barracks of the company, troop, or battery.

The Adjutant General of the Army will furnish each company, troop, and battery with a suitably engrossed certificate setting forth the names and dates of other engagements and minor affairs in which such organizations have been engaged, showing, as nearly as may be, the organizations engaged, the numbers of the troop, battery, or company engaged, and against what enemy.

This certificate will be suitably framed and kept posted in the barracks of the company, troop, or battery.

Consideration will be given to all battles and engagements whether fought within or prior to the period of existing organizations.

A former organization that participated in any battles or engagements will be traced to an existing organization and such existing organization will be credited with the battles or engagements in the case.

Where it can not be determined with accuracy to what organization a certain battle or engagement is to be credited, the matter will be decided by the War Department on its merits.

As soon as practicable after the termination of any campaign in which battles, engagements, or minor affairs have occurred The Adjutant General of the Army will furnish the companies, troops, and batteries which have been engaged with certificates as above indicated. (*C. A. R., Nos. 1 and 31.*)

ARTICLE XXIX.

Regiments and Battalions.

245. In the Cavalry, Field Artillery, and Infantry arms the regiment is the administrative unit. The headquarters of the regiment are at the station of the permanent regimental commander; in his absence the command of the regiment devolves upon the senior officer on duty with it wherever he may be stationed. The regiment is composed of two or more battalions which, in turn, are composed of two or more companies. The battalion, in a regiment, is not an administrative unit and has no separate records; it is purely a tactical unit conveniently organized for instruction or maneuver, and particularly for combat, either as an integral part of the regiment to which it belongs or separated from it. It is appropriately commanded by a field officer, normally a major, regularly assigned in orders. In the absence of its regular commander the command devolves upon the senior officer of the battalion on duty with it, unless a field officer has been assigned as contemplated in paragraph 247. Whenever incomplete battalions of the same or different regiments are serving together, the commanding officer may designate provisional battalions, and simi-

larly, in the case of incomplete regiments, he may designate provisional regiments. The regulations relating to regiments apply to battalions not organized into regiments unless otherwise specially provided.

A battalion commander is responsible for the instruction, tactical efficiency, and preparedness for war service of the troops of his battalion under his immediate command. Correspondence relating to the personnel, instruction, discipline, or equipment of a company, battery, or troop in battalion or squadron, will pass through the battalion or squadron commander. No official record, however, of such correspondence will be kept by the battalion or squadron commander. (*C. A. R., No. 23.*)

246. A regimental commander and coast-defense commander are responsible for the instruction, tactial efficiency, and preparedness for war service of the troops under his immediate command. They will encourage among their officers harmonious relations and a friendly spirit of emulation in the performance of duty. Their timely interference to prevent disputes, their advice to the inexperienced, and immediate censure of any conduct liable to produce dissension in the command or to reflect discredit upon it, are of great importance in securing and maintaining its efficiency. In such efforts they will receive the loyal support of their subordinates.

247. Field officers of the mobile Army are assigned by the department commander to stations or commands where their services are most required, and are there assigned to appropriate duties by the commanding officer, preferably with troops of the units to which they belong. A lieutenant colonel may be appropriately assigned to the command of any part of a regiment larger than a battalion, or to the command of a battalion in the absence of its major.

248. The regimental staff officers are appointed from the captains, and consist of the regimental adjutant and the regimental supply officer, and they will be so designated, respectively. They are appointed by the regimental commander, who will at once report his action to The Adjutant General of the Army. The battalion staff consists of the adjutant, who will be designated as the battalion (or squadron) adjutant and, except in the battalions of Engineers, is appointed by the regimental commander after consultation with the battalion commander. When a battalion is detached and serving at such a distance from regimental headquarters that more than 15 days are required for exchange of correspondence by mail, the battalion adjutant is appointed by the battalion commander, who will immediately notify the regimental commander and The Adjutant General of the Army. In the battalions of mounted Engineers the adjutants are appointed by the battalion commanders. Appointments of staff officers will not be antedated and will take effect on the day on which actually made. A regimental staff officer will be entitled to the pay pertaining to his appointment from the date on which he reports for duty at regimental headquarters, a battalion staff officer from the date on which he reports for duty at the station of a company of his battalion, whether such company be stationed at the post of the battalion commander or not. This date will be noted on the post return for the month in which the officer reports, and on his pay voucher for the same month. (*C. A. R., No. 55.*)

249. The tour of duty of a staff officer of a regiment, coast defense command, or battalion not forming part of a regiment, is limited to four years, and having completed a tour, an officer will not be eligible for a second tour until he shall have served two years as a company officer. The tour of duty of a staff officer

of a battalion forming part of a regiment is limited to two years, and having completed a tour, an officer will not be eligible for a second tour until he shall have served two years as a company officer.

250. All staff appointments in a regiment are restricted to the officers on duty with it and who are not serving at a school of instruction. Should the regimental commander desire to appoint an absent officer to the regimental staff he may apply for orders for the absent officer to join, but the officer must join before the appointment can be made.

251. The adjutant, under the direction of the commanding officer, will have charge of the various rosters of service; he will make, publish, and verify all details, keep the records of the regiment, and perform such military duties with troops as are required by regulations. Through him the commanding officer communicates with the officers and men of his command.

252. The adjutant should be courteous to and on friendly terms with the officers of the command he represents, and will avoid all discussions of the orders or military conduct of his superiors. He should inform himself upon all points of military usage and etiquette, and on proper occasions aid with his advice and experience the subalterns of the regiment, especially those just entering the service. He will endeavor at all times to exert the influence belonging to his station in sustaining the reputation, discipline, and harmony of the command.

253. The adjutant and supply officer, under the regimental commander, are responsible for the discipline and efficiency of the noncommissioned staff and band and for the proper supply of the regiment in the field. (*C. A. R., No. 55.*)

254. Regimental supply officers and regimental supply sergeants will be available for duty as assistants and will be required to assist the officers of the Quartermaster Corps at the various posts and stations. They shall not be called upon to receipt for money or property which does not pertain to their respective regiments, nor shall they be separated from the organizations to which they belong.

They will be available at all times for field service and such other exercises with their organizations as the regimental commander may deem necessary. (*C. A. R., No. 55.*)

Questions arising as to the number of assistants necessary will be decided by department commanders, who will see that the number so detailed is kept at the lowest point consistent with an efficient performance of these duties, due attention being given to the avoidance of assigning to officers duties which can be properly performed by civilian employees. (*C. A. R., No. 55.*)

255. Regimental and battalion staff officers may be assigned to duty with a company or to any staff duty which their regimental commander may impose, subject to the provisions of paragraph 254.

256. The regimental noncommissioned staff officers consist of the regimental sergeant major, the regimental supply sergeants, the color sergeants, and in regiments of Engineers, the master engineers, senior grade, and are appointed by the regimental commander. The battalion noncommissioned staff officers are the battalion sergeants major, and in Engineers the master engineers, junior grade, and the battalion supply sergeants. They are appointed by the regimental commander after consultation with the battalion commander. When a battalion is detached from regimental headquarters the battalion noncommissioned staff officers are appointed temporarily by the battalion commander, who will immediately notify the regimental commander,

and such temporary appointment will be in full force and effect from the date it is made and will continue in full force and effect from that date if it be approved by the regimental commander. If the regimental commander disapproves the appointment, then the increased rank and pay will cease upon receipt by the battalion commander of notice of such disapproval. Each noncommissioned staff officer will be furnished with a warrant signed by the regimental commander. The appointment takes effect on the day upon which it is made and the warrant may be continued in force upon discharge and reenlistment, if reenlistment be made on the day following that of discharge; each reenlistment and continuance will be noted on the warrant. Any noncommissioned staff officer may be reduced to the ranks by the sentence of a court-martial, or by order of the commander having final authority to appoint such noncommissioned officer. Noncommissioned staff officers will preferably be selected from the noncommissioned officers of the regiment who are most distinguished for efficiency, gallantry, and soldierly bearing. (*C. A. R., No. 55.*)

257. The public property pertaining to the headquarters of the regiment will be marked "H. Q.," with arm and number of regiment. Haversacks, canteens, and similar articles of equipment in possession of the noncommissioned staff and band will be marked as follows: Cavalry equipments, crossed sabers, with number of the regiment above and "N. C. S." or "Band" below the intersection; Field Artillery equipments, crossed field guns, with the number of the regiment above and "N. C. S." or "Band" below the intersection; Infantry equipments, crossed rifles, with the number of the regiment above and "N. C. S." or "Band" below the intersection; Coast Artillery Corps equipments, crossed cannons, with "N. C. S." or "Band" below the intersection, and in the latter case the number of the band below the intersection and above the word "Band"; and equipments of the special corps of the Army, according to their respective devices. The design will be stenciled in black, the letters and numbers in full-faced characters. The design will be placed above the letters "U. S." on equipments and the soldier's number in characters one-half inch high below the letters "U. S." (*C. A. R., No. 1.*)

258. The following-named books of record, reports, and papers will be kept in each regiment: A correspondence book and a morning report of the field, staff, and band, furnished by the Adjutant General's Department; a regimental fund book (ordinary blank book without special ruling), furnished by the Quartermaster Corps; a document file, a file of the regimental orders, all orders, circulars, and instructions from higher authority, copies of the monthly returns, muster rolls of the field, staff, and band, and other regimental returns and reports.

Of the books, reports, and papers herein referred to, the correspondence book, the document file, the muster rolls, the regimental monthly returns and all other returns of the personnel of the regiment, the general orders and circulars of the War Department, and regimental general orders will be permanently preserved. Division and department orders, except extracts of special orders, will, when the regiment is relieved from duty in the division or department, be disposed of under instructions of the division or department commander. All other books, reports, and papers will be kept five years, reckoned from the close of the period of their use in case of books and reports and from their dates in case of papers, when they will be destroyed under the direction of the regimental commander.

259. All orders and circulars from the War Department, or from the headquarters of an army, field army, division, brigade, or territorial department in which the regiment may be serving, will be filed in book form, and general orders and circulars indexed as soon as received.

BANDS.

260. The noncommissioned officers of regimental bands will be appointed by the regimental commanders, upon the recommendation of regimental adjutants, under the same conditions prescribed in paragraph 256 for the noncommissioned staff of the regiment. The noncommissioned officers of the Engineer band will be appointed by the commanding officer of the battalion with which the band is serving. The noncommissioned officers of the Coast Artillery Corps bands will be appointed by coast defense commanders.

261. When a regiment occupies several stations the band will be kept at headquarters, provided one or more companies be serving there. The field musicians of companies will not be separated therefrom. The Coast Artillery Corps and Engineer bands will be assigned to stations by the War Department upon the recommendation of the chiefs of Coast Artillery and Engineers, respectively. Army bands, or members thereof, are prohibited by law from receiving remuneration for furnishing music outside the limits of military posts when the furnishing of such music places them in competition with local civilian musicians.

262. Musical instruments mentioned in paragraph 1179, extra parts therefor, and equipments for bands, including the issue quarterly of one-half ream of music writing paper, upright, 14 staves, size of paper 10½ by 13½ inches, and one-half ream of music writing paper, oblong, 16 staves, size of paper 13½ by 10½ inches, will be furnished by the Quartermaster Corps. Musical instruments other than those above referred to may be purchased from available regimental funds. The commanding officer of the band will be responsible for band instruments furnished by the Quartermaster Corps and both responsible and accountable for those purchased from the regimental funds. (*C. A. R., No. 30.*)

263. Regimental commanders will notify The Adjutant General of the Army direct when field or band musicians are required.

264. 1. The composition consisting of the words and music known as "The Star-Spangled Banner" is designated the national anthem of the United States of America.

2. Provisions in these regulations or in orders issued under the authority of the War Department requiring the playing of the national anthem at any time or place shall be taken to mean "The Star-Spangled Banner" to the exclusion of other tunes or musical compositions popularly known as national airs.

3. Commanding officers will require bands to play national and patriotic airs on appropriate occasions. The playing of the national anthem of any country as part of a medley is prohibited. (*C. A. R., No. 50.*)

ARTICLE XXX.

TROOPS, BATTERIES, AND COMPANIES.

265. The details of captains on detached service away from their arm of the service will be limited, as far as practicable, to those required by law.

266. The commanding officer of a company is responsible for the instruction, tactical efficiency, and preparedness for war service of his company; for its appearance and discipline; for the care and preservation of its equipment; and for the proper performance of duties connected with its subsistence, pay, clothing, accounts, reports, and returns.

267. In the absence of its captain, the command of a company devolves upon the subaltern next in rank who is serving with it, unless otherwise specially directed.

268. In the absence of all the officers of a company, the post commander will assign an officer, preferably of the same regiment, to its command. If there be no officer available, the fact will be reported to the department commander.

269. Captains will require their lieutenants to assist in the performance of all company duties, including the keeping of records and the preparation of the necessary reports and returns.

270. Noncommissioned officers will be carefully selected and instructed, and always supported by company commanders in the proper performance of their duties. They will not be detailed for any duty nor permitted to engage in any occupation inconsistent with their rank and position. Officers will be cautious in reproving them in the presence or hearing of private soldiers.

271. Company noncommissioned officers are appointed by regimental commanders, or temporarily appointed by battalion commanders, under the conditions stated in paragraph 256, on the recommendation of their company commanders; but in no case will any company organization have an excess of noncommissioned officers above that allowed by law. The noncommissioned officers of Coast Artillery Corps companies, upon the recommendation of the company commanders, will be appointed by coast defense commanders.

When a company is serving in a different department from its regimental headquarters and at such a distance therefrom that more than 15 days are required for an exchange of correspondence by mail, company noncommissioned officers and wagoners for the transportation pertaining to the company may be appointed, on recommendation of the company commander, by the order of the battalion commander, if such commander be in the same department as the company. When a company is serving in a different department from its regimental and battalion headquarters and at such a distance from its regimental headquarters that more than 15 days are required for an exchange of correspondence by mail, company noncommissioned officers and wagoners for the transportation pertaining to the company may be appointed, on recommendation of the company commander, by the order of the senior officer of the regiment on duty in the department in which the company is serving.

Coast Artillery noncommissioned officers of a mine planter or cable ship detachment, upon the recommendation of the commanding officer of the mine planter or cable ship, will be appointed and reduced by the coast defense commander if the vessel is serving in a coast defense command; otherwise by the department commander. (*C. A. R., Nos. 46 and 54.*)

272. To test the capacity of privates for the duties of noncommissioned officers company commanders may appoint lance corporals, who will be obeyed and respected as corporals, but no company shall have more than one lance corporal at a time, unless there are noncommissioned officers absent by authority, during which absences there may be one for each absentee.

273. The captain will select the first sergeant, quartermaster sergeant, and stable sergeant from the sergeants of his company, and may return them to the grade of sergeant without reference to higher authority.

274. Each noncommissioned officer will be furnished with a certificate or warrant of his rank, signed by the regimental commander; but a separate warrant as first sergeant, quartermaster sergeant, or stable sergeant will not be given. A warrant issued to a noncommissioned officer is his personal property. Warrants need not be renewed in cases of reenlistment in the same company, if reenlistment is made the day following the day of discharge, but, unless otherwise ordered by the regimental or coast defense commander, on the recommendation of the company commander, will remain in force until vacated by promotion or reduction, each reenlistment and continuance to be noted on the warrant by

the company commander. The warrants for noncommissioned officers of the Coast Artillery Corps companies will be signed by the coast defense commander. (*C. A. R., Nos. 36 and 55.*)

275. Appointments of company noncommissioned officers and cooks of the Medical Department will take effect on the day of appointment by the authorized commander, and of first sergeants, quartermaster sergeants, stable sergeants, chief mechanics, cooks, artificers, farriers, horseshoers, mechanics, saddlers, wagoners, musicians, trumpeters, and first-class privates on the day of appointment by the company commander; but in case of vacancy in a company absent from regimental and battalion headquarters a company commander may make a temporary appointment of a noncommissioned officer, which will carry rank and pay from the date of such appointment. Information of the appointment will be promptly sent to the regimental commander, and if he disapproves it the increased rank and pay will cease upon receipt by the company commander of such disapproval. (*C. A. R., No. 55.*)

276. A noncommissioned officer may be reduced to the ranks by sentence of a court-martial, or, on the recommendation of the company commander, by the order of the commander having final authority to appoint such noncommissioned officer, but a noncommissioned officer will not be reduced because of absence on account of sickness or injury contracted in the line of duty. If reduced to the ranks by sentence of court-martial at a post not the headquarters of his regiment, the company commander will forward a transcript of the order to the regimental commander. The transfer of a noncommissioned officer from one organization to another carries with it reduction to the ranks, unless otherwise specified in the order by authority competent to issue a new warrant.

When a company is serving in a different department from its regimental headquarters and at such a distance therefrom that more than 15 days are required for exchange of correspondence by mail, a noncommissioned officer may be reduced to the ranks, on recommendation of the company commander, by the order of the battalion commander, if such commander be in the same department as the company. When a company is serving in a different department from its regimental and battalion headquarters, and at such a distance from its regimental headquarters that more than 15 days are required for exchange of correspondence by mail, a noncommissioned officer may be reduced to the ranks, on the recommendation of the company commander, by the order of the senior officer of the regiment on duty in the department in which the company is serving. (*C. A. R., No. 45.*)

277. When a noncommissioned officer, while in arrest or confinement, is reduced by sentence of a court-martial, the date of the order publishing the sentence is the date of reduction. In all other cases reduction takes effect on the date of receipt of the order at the soldier's station. (*C. A. R., No. 15.*)

278. Chief mechanics, cooks, buglers, horseshoers, mechanics, saddlers, wagoners, and privates, first class, are enlisted as privates, and after joining their organizations are appointed by their respective organization commanders. For inefficiency or misconduct they are subject to reduction by the same authority, and in case of desertion their appointments are vacated from the date of their unauthorized absence. (*C. A. R., Nos. 9 and 55.*)

279. A soldier may, when necessary, be relieved from ordinary military duty to make, repair, or alter uniforms. The post exchange council will fix the rates to be charged, which will not exceed the cost of doing such work at the clothing depot, and company commanders will cause to be deducted from the pay of enlisted men and turned over to the proper person the amount properly due therefor. The provisions of this paragraph will be construed to apply to civilian

tailors, who conform to prices fixed by post exchange council, as well as to enlisted men detailed for that duty by proper authority.

280. The following-named books of record, reports, and papers will be kept in each company: A correspondence book, a sick report, a morning report, and, in companies supplied with public animals, a file of descriptive cards of public animals, all to be furnished by the Adjutant General's Department; also a company council book, a record of individual property responsibility of enlisted men, and a record of punishments awarded by the company commander under the provisions of paragraph 953, to be furnished by the Quartermaster Corps.

There will also be kept, on blanks supplied by the Adjutant General's Department, a complete record, description, and accounts of all men who belong to or who have belonged to the company. A record of vaccinations will be kept on these blanks.

There will also be kept a document file, orders and instructions received from higher authority, and retained copies of the various rolls, reports, and returns required by regulations and orders.

Where copies of orders affecting the company are not supplied, the orders will be copied, if practicable, attested by the adjutant, and placed on the order file.

281. There will also be kept in each company or detachment retained copies of all returns of property pertaining to the company and full information respecting all quartermaster and all other supplies held on memorandum receipt, showing list of articles, date of receipt, from whom received, and the name of the officer who signed the memorandum receipt therefor; also an account of all articles turned in, expended, stolen, lost, or destroyed; and the company or detachment commander will have a settlement with the staff officers concerned quarterly and when relinquishing his command.

Of the books, reports, and papers referred to in this and in the preceding paragraph, the correspondence book, the document file, the records of enlisted men as kept in descriptive and deposit books or on loose leaves, the muster rolls, the monthly returns, and all other returns of the personnel, and the general orders and circulars of the War Department will be permanently preserved. Division and department orders, except extracts of special orders, will be disposed of under instructions of the division or department commander when the company is relieved from duty in the division or department.

The other books, reports, and papers will be kept five years, reckoned from the close of the period of their use in case of books and reports and from their dates in case of papers, when they will be destroyed under direction of the commanding officer.

The disposition of retained papers relating to an officer's accountability for public property is vested in the accountable officer.

282. A duty roster will be kept in each company on blank forms furnished by the Adjutant General's Department; used blank forms will be held one year and will then be destroyed.

INTERIOR ECONOMY OF COMPANIES.

283. Company and detachment commanders will inspect their organizations every Saturday as provided in drill regulations. No one will be excused from Saturday inspection except the guard and the sick in hospital.

Company and detachment commanders will be held responsible that—

(*a*) The barracks, stables, gun sheds, storerooms, etc., occupied by their organization or detachment are properly ventilated, heated, lighted, kept clean, and in sanitary condition at all times.

(*b*) The men's food is properly prepared, cooked and served, and that articles of food kept on hand are stored and cared for in a sanitary manner.

(*c*) The grounds surrounding the barracks, gun sheds, stables, etc., occupied by their company or detachment are properly policed and cared for. (*C. A. R., No. 55.*)

284. The company commander will cause the enlisted men of the company to be numbered and divided into squads, each under the charge of a noncommissioned officer. As far as practicable the men of each squad will be quartered together.

285. In quarters the name of each soldier will be attached to his bunk, arms will be kept in racks, and accouterments and sabers will be hung up by the belts.

286. Strict attention will be paid by company commanders to the cleanliness of the men and to the police of barracks or tents. The men will be required to bathe frequently. In garrison, and whenever practicable in the field, they will be required to wash their hands thoroughly after going to the latrines and before each meal, in order to prevent the transmission of typhoid fever and other diseases by germs taken into the mouth with food from unclean hands. The hair will be kept short and the beard neatly trimmed. Soiled clothing will be kept in the barrack bag.

287. A thorough police of barracks will precede the Saturday inspection. The chiefs of squads will see that bunks and bedding are overhauled, floors, tables, and benches scoured, arms and accouterments cleaned, and all leather articles polished.

288. Chiefs of squads will be held responsible for the cleanliness of their men. They will see that those who are to go on duty put their arms, accouterments, and clothing in the best order, and that such as have passes leave the post in proper dress.

289. Soldiers will wear uniform in camp and garrison. When on fatigue they will wear suitable fatigue dress.

290. Company commanders will see that all public property in the possession of enlisted men is kept in good order, and that missing or damaged articles are duly accounted for.

291. Company commanders are responsible for textbooks and other official publications issued for the use of their companies.

292. Enlisted men will not take their arms apart except by permission of a commissioned officer under proper supervision, and only in the manner prescribed in the descriptive pamphlet of the arm issued by the Ordnance Department. The polishing of blued or browned parts of small arms, rebluing or rebrowning, putting any portion of an arm in a fire, or removing a receiver from a barrel, is prohibited. The mutilation of any part by filing or otherwise, and attempts to beautify or change the finish, are prohibited. Pieces will be unloaded before being taken to quarters or tents, and as soon as the men using them are relieved from duty, unless otherwise ordered. The use of tompions in small arms is forbidden. The prohibition in this paragraph of attempts to beautify or change the finish of arms in the hands of enlisted men is not construed as forbidding the application of raw linseed oil to the wood parts of the arms. This oil is considered necessary for the preservation of the wood, and it may be used for such polishing as can be given by rubbing in one or more coats when necessary. The use of raw linseed oil only will be allowed for redressing, and the application for such purpose of any kind of wax or varnish, including heelball, is strictly prohibited.

293. It is forbidden to use any dressing or polishing material on the leather accouterments or equipments of the soldier, the horse equipments for Cavalry, or the Artillery harness, except the preparations supplied by the Ordnance Department for that purpose.

294. Equipments will be fitted to the men under the direction of an officer; all other changes are prohibited.

295. Articles of public property issued to a company for its exclusive use will be marked, when practicable, with the number or letter of the company and number and arm of the regiment. Such articles issued to an enlisted man (arms and clothing excepted) will be marked, when practicable, with the number of the man, letter or number of the company, and number of the regiment. Haversacks, canteens, and similar articles of equipment will be uniformly marked on the outside as follows: Cavalry equipments, crossed sabers, with the number of the regiment above and the letter of the troop below the intersection; Field Artillery equipments, crossed field guns, with the number of the regiment above and the letter of the battery below the intersection; Infantry equipments, crossed rifles, with the number of the regiment above and the letter of the company below the intersection; Coast Artillery Corps equipments, crossed cannons, with the number of the company below the intersection of the cannons; and equipments of the special corps of the Army, according to their respective devices. The design will be stenciled in black, the letters and numbers in full-faced characters. The design will be placed above the letters "U. S." on equipments, and the soldier's number in characters one-half inch high below the letters "U. S." Articles will not be marked with the number of the man in the Medical Department and Signal Corps except the articles issued to men assigned to field companies of the Signal Corps and to men assigned to field hospitals and ambulance companies of the Medical Department. (*C. A. R., Nos. 1 and 55.*)

MESSING AND COOKING.

296. In camp or barracks where companies are not joined in a general mess the company commander will supervise the cooking and messing of his men He will see that his company is provided with at least two copies of the Manual for Army Cooks, and that suitable men in sufficient numbers are fully instructed in managing and cooking the ration in the field; also that necessary utensils and implements in serviceable condition, for cooking both in garrison and field, are always on hand, together with the field mess furniture for each man. At a post where all the companies are joined in a general mess the post commander will see that the instruction above mentioned is given. At such a post a company commander will confine his supervision of the mess of his company to observation and to notifying the officer in charge in writing of anything requiring remedy. Should this officer fail to apply proper remedy report may then be made to the post commander. A department commander will see that each company of his command has the necessary field practice each year. The use in garrison of field ranges or utensils pertaining thereto is forbidden.

297. Kitchens will be placed under the immediate charge of noncommissioned officers, who will be held responsible for their condition and for the proper use of rations. No one will be allowed to visit or remain in the kitchen except those who go there on duty or are employed therein. The greatest care will be observed in cleaning and scouring cooking utensils.

298. Special regulations for soldiers' fare can not be made to suit each locality and circumstance. Personal care and judgment on the part of company officers are relied on to prevent waste or misuse. By due economy the ration allowance will provide sufficient variety of diet.

299. The Manual for Army Cooks contains comprehensive instructions in cooking, which will be observed as far as practicable.

300. The food of prisoners will be sent to their places of confinement when practicable, but post commanders may arrange to send prisoners, under proper guard, to their messes.

301. Kitchen and table ware and mess furniture will be supplied by the Quartermaster Corps. Allowances will be announced in orders. Post commanders will enforce rigid economy in regard to such property. Articles broken, lost, or damaged will be charged to individuals at fault. Such proportions of company allowances of brooms and scrubbing brushes as may be necessary for the service of a general mess will be allotted by the post commander. (*C. A. R., No. 41.*)

302. In the field the mess furniture of a soldier will be limited to one tin cup, knife, fork, and spoon, and such device for individual cooking as may be furnished by the Ordnance Department.

ARTICLE XXXI.

The Coast Artillery Corps.

THE CHIEF OF COAST ARTILLERY.

303. 1. It shall be the duty of the Chief of Coast Artillery to keep the Chief of Staff advised and informed with respect to the business under his charge, including the efficiency of the personnel and matériel of the Coast Artillery, and he shall, as circumstances require, make such recommendations in reference thereto as shall in his judgment tend to promote efficiency.

2. He shall from time to time, and as frequently as conditions require, confer directly with the chiefs of bureaus of the War Department and advise them of all matters relating to Coast Artillery matériel or personnel that pertain to their respective branches of the service, which the experience and observation of the Coast Artillery arm of the service show to be of practical importance. In like manner he may correspond directly with the commandant of the Coast Artillery School, and with the president of the Coast Artillery Board, on Coast Artillery questions of a purely technical character which do not involve matters of command, discipline, or administration, and do not relate to the status or interests of individuals.

3. He shall make recommendations as to the instruction of Coast Artillery officers and men, and as to examinations for appointment and transfer of officers to the Coast Artillery arm and for promotion therein, and shall recommend such examinations and such courses and methods of instruction in the Coast Artillery School and elsewhere as he shall deem requisite to secure a thoroughly trained and educated force. To this end he is authorized to issue directly to Coast Artilery officers bulletins and circulars of information on current Coast Artillery matters of a purely technical character which do not involve matters of command, discipline, or administration, and do not relate to the status or interests of individuals.

4. He is charged with the recommending of officers of Coast Artillery for special duty and assignment to Coast Artillery organizations and stations.

5. He shall be a member of the Board of Ordnance and Fortification and is by law a member of the General Staff Corps.

6. The office of the Chief of Coast Artillery will not be an office of record except of correspondence authorized by section 2 of this paragraph. All other records pertaining to the performance of the duties of the Chief of Coast Artillery will be kept in the office of The Adjutant General of the Army, to whom all communications from the Coast Artillery Corps intended for the War

Department, except such communications as may be addressed directly to the Chief of Coast Artillery under section 2 of this paragraph, shall be addressed as required by paragraph 782.

7. Nothing in these regulations shall be deemed to relieve the department and Coast Artillery district commanders of the duties of inspection and command, or of the responsibility for the condition and efficiency of the matériel and personnel of the Coast Artillery in the several departments and districts. (*C .A. R., No. 43.*)

THE COAST ARTILLERY DISTRICT.

303½. Routine papers connected with a Coast Artillery district will not be forwarded to the War Department except in cases of questions of a technical nature involving a modification of technical requirements that have been established by War Department orders, such as questions involving policy, modifications of instruction, systems and methods of fire control, and decisions relative to equipment and to methods of instruction.

Questions of a routine character that pertain strictly to a single Coast Artillery district should, subject to the general control of the department commander, be decided by the Coast Artillery district commander; questions involving more than one district of a department, by the department commander.

All questions involving administration in the expenditure of funds, all matters pertaining to barracks and quarters, the providing and issuing of supplies, and all questions of discipline involving commissioned officers will be handled by department commanders.

The assignment of officers for duty on the staffs of Coast Artillery district commanders will be made by the Secretary of War. (*C. A. R., No. 1.*)

THE COAST DEFENSE COMMAND.

304. The coast defense command, as an administrative unit, consists of one or more forts with their accompanying mine fields and land defenses. Coast defense commands are established, their limits defined, and their headquarters designated in orders from the War Department.

The command of coast defenses devolves upon the senior Coast Artillery Corps officer therein, who is responsible for its efficiency to department and district commanders and subject to their authority, and has control within the limits of the command of all matters relating to Coast Artillery instruction, drill, practice, and the procurement of Coast Artillery supplies and accessories. He will prescribe the hours of drill and instruction throughout the command.

The commanding officer of coast defenses may, with the sanction of the department commander, continue to exercise the more important functions of his command when temporarily absent therefrom on artillery duty within the department. (*C. A. R., No. 1.*)

305. All correspondence and reports relating to the Coast Artillery Corps personnel or matériel will pass through coast defense command headquarters.

306. The commander of coast defenses should continually labor for the instruction and efficiency of his command. He should encourage among his officers harmonious relations and a friendly spirit of emulation in the performance of duty. His timely interference to prevent disputes, his advice to the inexperienced, and immediate censure of any conduct liable to produce dissension in his command, or to reflect discredit upon it, are of great importance in securing and maintaining its efficiency. In such efforts he will receive the loyal support of his subordinates.

307. The coast defense command staff consists of the coast defense adjutant, coast defense quartermaster, coast defense ordnance officer, and the coast defense artillery engineer. They are appointed from the officers serving in the command by the coast defense commander, who will confine his selection to the allowance published from time to time in orders from the War Department. Should the officers selected be assigned to companies, application will be made for their transfer to the unassigned list. The names of the officers selected and any change in the officers on these duties will be promptly reported to The Adjutant General of the Army.

308. The coast defense adjutant is, under the coast defense commander, responsible for the discipline and efficiency of the Coast Artillery Corps noncommissioned staff and band assigned to coast defense headquarters.

Master electricians, engineers, electrician sergeants, first class, electrician sergeants, second class, master gunners, and firemen are under the supervision of the artillery engineer of the coast defense command or post to which they are assigned.

A coast defense command staff officer may be attached to a company for duty or assigned to any staff duty by the coast defense commander.

309. The coast defense command records consist of an order file, a correspondence book and document file, all orders, circulars, and instructions from higher authority, and all returns and reports concerning the command or affecting its personnel.

NONCOMMISSIONED STAFF OFFICERS.

310. The Coast Artillery Corps noncommissioned staff officers consist of sergeants major, senior grade; master electricians; engineers; sergeants major, junior grade; electrician sergeants, first class; assistant engineers; master gunners; electrician sergeants, second class; radio sergeants; and firemen. They are appointed upon the recommendation of the Chief of Coast Artillery after due examination under rules announced from time to time by the War Department. They will be furnished with warrants signed by the Chief of Coast Artillery. The appointment takes effect on the day upon which it is made and the warrant may be continued in force upon discharge and reenlistment if reenlistment be made on the day following that of discharge. Any noncommissioned officer enlisted on or after the first day of November, nineteen hundred and sixteen, furloughed to the reserve upon the completion of three years in the active service with an excellent character, shall be permitted to reenlist in the organization from which furloughed with the rank and grade held by him at the time of his furlough if he reenlists within 20 days after the date of such furlough. In each case the soldier will reenlist at the place where his organization is stationed. Each reenlistment and continuance will be noted on the warrant by the coast defense commander and The Adjutant General of the Army will be informed of the fact. The noncommissioned staff officers, though liable to discharge for inefficiency or misconduct, will not be reduced except by sentence of a court-martial.

Each noncommissioned staff officer of the Coast Artillery Corps, changing station under proper orders, upon arrival at his new station will report to The Adjutant General of the Army the date on which he left his former station and the date on which he reported for duty at his new station, such report to be forwarded directly by the coast defense commander. Similar report will be made both upon departure for and return from any detached duty, furlough, or other absence, except that when detached duty or other absence of a temporary character is directed by a coast defense commander, and involves duty within his command, the report will not be made. The

report of departure on furlough will state the length thereof and the authority under which it is granted.

When a noncommissioned staff officer of the Coast Artillery Corps is discharged or reduced the officer under whose command he is serving will notify The Adjutant General of the Army as early as practicable of the date, place, and cause of discharge or reduction; in case of discharge the report will state whether or not the soldier reenlisted on the day following that of discharge. (*C. A. R., Nos. 51 and 54.*)

311. The appropriate duties of Coast Artillery Corps noncommissioned staff officers are announced from time to time in orders. (*C. A. R., No. 51.*)

312. A Coast Artillery Corps noncommissioned staff officer may be reenlisted provided he shall have conducted himself properly and performed his duties in a satisfactory manner. If, however, his commanding officer should not deem the reenlistment to be for the best interests of the service, he will communicate his reasons to The Adjutant General of the Army in time to receive the decision of the War Department before the soldier is discharged.

COAST ARTILLERY PRACTICE.

313. The details of the methods of conducting technical instruction, target practice, and competitions of the Coast Artillery Corps will be prescribed in orders and instructions from the War Department.

314. The allowance of ammunition for the instruction and practice of the Coast Artillery will be determined each year and announced in general orders from the War Department.

315. Targets and target material for Coast Artillery practice will be provided by the Ordnance Department. The Quartermaster Corps will furnish all necessary assistance in placing, removing, and storing targets.

ARTICLE XXXII.

COUNCILS OF ADMINISTRATION.

316. Post exchange, aero squadron, company, and mess councils of administration are assembled to audit the exchange, aero squadron, company, and mess funds, respectively, to ascertain and examine the sources from which and methods by which they have accrued, and to recommend expenditures therefrom. The post exchange officer, aero squadron, and company commanders are, respectively, the custodians of the exchange and company funds. (*C. A. R., No. 33.*)

317. On the last day of each quarter, and when necessary, the general mess council will be convened by the post commander. The post exchange, aero squadron, and company councils will meet at the end of each month and when necessary. The mess, exchange, aero squadron, and company councils will also meet at the call of their presidents. The post exchange council will consist of the officer in charge of the exchange and the commanding officer of each organization participating in the exchange. It may delegate to an executive committee of its own members the performance of such portion of the duties prescribed for the council as the council may decide. The aero squadron council will consist of the squadron commander, the second ranking officer in the squadron, and the squadron mess officer. The company council will consist of all officers present for duty with the company, and the mess council of the commanders of the several companies participating in the general mess. The council to audit the hospital fund will consist of the three senior officers on duty at the hospital,

or as many as are available if less than three. A formal order convening the areo squadron, company, or post exchange council is not necessary. (*C. A. R., No. 33.*)

318. The junior member of each council will record its proceedings in an appropriate book, to include a written certificate of the responsible officer that the funds are on deposit in a reputable banking institution named in the certificate, or a statement that they have been exhibited to the council, which proceedings will be signed by the president and recorder. The post or other commander will require the proceedings to be kept as this regulation prescribes and will decide disagreements in those of company councils. Those of the exchange and mess councils will be submitted to the post or other commander, who will sign his approval or objection in the council book. Should the post or other commander disapprove the proceedings, and the council, after reconsideration, adhere to its conclusions, a copy of the proceedings will be sent by the commanding officer to the department commander, whose decision thereon will be final. The final orders in each case will be entered in the council book.

319. The post exchange council will fix laundry charges and prices charged by tradesmen for making and repairing uniforms of enlisted men.

320. The commanding officer who approves the appropriations of a council, and in the matter of the company fund the company commander, will be held responsible for all expenditures not made in accordance with regulations.

321. In case of loss of regimental, exchange, company, or mess funds, the circumstances will be carefully investigated and reported by a board of three officers, with recommendation as to responsibility, for the decision of the department commander.

ARTICLE XXXIII.

Regimental, Company, and Mess Funds.

GENERAL PROVISIONS.

322. The purchase from regimental, company, or mess funds of any article which can be obtained on requisition from a supply department is forbidden, except that, with the approval of the post commander, such articles may be purchased if necessity exists for their immediate use and they are not on hand for issue at the post.

323. No projects by which money will accrue will be entered upon under color of military control without specific authority from the War Department.

324. Under no circumstances will regimental, company, mess, hospital, post exchange, or band funds be taken away from the post where the organization to which they pertain is stationed, except as may be necessary to pay indebtedness or for deposit in a bank.

Should the officer who is custodian of any of these funds be absent from the post, on leave or otherwise, for any period beyond three and less than 10 days, he will leave the funds with the officer acting in his place, taking memorandum receipt therefor. If an officer is to be absent for more than 10 days he will regularly transfer the funds of which he is custodian to his successor.

In transferring funds to the successor, the accountable officer will make the following certificate, including list of outstanding debts and obligations, in the fund or council book and on the statement of the hospital fund:

I certify that, to the best of my knowledge and belief, the following is a complete and accurate statement of all outstanding debts and obligations to date, payable from this fund.

In case there are no outstanding debts or obligations he will certify accordingly.

Company, post exchange, and other funds referred to in paragraph 316 will, if deposited in a bank, be placed under their official designation, as, for example, "Company Fund, Company B, Twenty-first Infantry," and not to the credit of the officer who is custodian. (*C. A. R., No. 6.*)

REGIMENTAL FUND.

325. This fund consists of the gross amounts received on account of the band, from post exchange profits, voluntary contributions, amounts retained for regimental use from proceeds of private engagements of the band, from sale of articles purchased, or from any other source. The adjutant will be the treasurer of the fund, and will disburse it under the direction of the regimental commander for the promotion of the efficeincy of the band and for such objects as facilitate the transaction of regimental business. A record of all receipts and expenditures and a complete list of property purchased will be kept in the regimental fund book.

326. In the case of the Engineer band and in Coast Artillery Corps commands to which bands are assigned the corresponding fund will be designated "The band fund," and will in all particulars be governed by the same rules as regimental funds, except that all funds, property, and records pertaining to this fund are transferred with the bands. The senior Engineer or Coast Artillery Corps officer of the command and his adjutant perform the duties prescribed for regimental commander and adjutant, respectively, in case of regimental funds. This fund will be kept distinct from the company fund of the band, authorized by paragraph 327. (*C. A. R., No. 47.*)

326½. At recruit depots, where one of the recruit companies is organized as a band, the corresponding fund will be designated "The recruit depot headquarters fund," and will in all particulars be governed by the same rules as regimental funds. The commanding officer of the recruit depot and his adjutant perform the duties prescribed for regimental commander and adjutant, respectively, in the case of the recruit depot headquarters fund. This fund will be kept distinct from any company fund of the recruit-depot band. (*C. A. R., No. 18.*)

COMPANY AND MESS FUNDS.

327. The company fund, which will consist of the gross amounts of money received from all sources, is received by the company commander and, with the concurrence of the company council, is disbursed by him solely for the benefit of the company. The fund of the hospital, or of a detachment or band having a separate mess, is regarded as a company fund. Moneys accruing to the fund of a detachment of the Medical Department, together with the proceeds from the ration and savings account of the sick in hospital, and the commutation of rations paid to the surgeon conformably to paragraph 1212, belong to the hospital fund.

The establishment of company tailor shops, barber shops, and of company billiard and pool tables, and, subject to the approval of the post exchange council, of company shoe repair shops and company laundries from which revenues may be derived, is authorized. The post exchange council will fix the rates of salaries to be allowed attendants for company-owned equipment of these functions, and the rates of percentages to accrue to the company fund for the collection of soldiers' accounts due to individuals for privately-owned equipment

of these functions. All funds accruing therefrom will be accounted for as part of the company fund. (*C. A. R., No. 55.*)

328. The company commander will keep an account of the company fund and also a complete list of property, with cost thereof, purchased from said fund. The company fund account will be inspected by the post, regimental, battalion, or squadron commander at least once each quarter.

328½. The chaplain's fund will consist of the gross amount of money received from all sources for such fund. The chaplain will keep an account of this fund and also a complete list of all property purchased from this fund or donated for the use of the command or station. The chaplain's fund account will be inspected by the post, regimental, battalion, or squadron commander at least once each quarter. The chaplain's fund will pertain to that particular post or organization for which it was originally intended and remain with such post or organization when a chaplain is transferred.

At a station where there are two or more chaplains on duty the commanding officer will designate the chaplain to account for the fund and property pertaining to the station separate from the fund and property pertaining to any organization at that station. (*C. A. R., No. 23.*)

329. Extra compensation may be paid to enlisted men from company or general mess funds as follows: From a company fund, 25 cents a day to one private detailed on special duty as assistant cook for a company whose authorized strength is fixed at 100 or more enlisted men and only two cooks authorized by law, and 25 cents a day to one private detailed as cook for a headquarters company or troop (provisional) or a machine-gun company or troops (provisional) whose authorized strength does not exceed 50 men, and to one additional private for each additional 50 men or major fraction thereof, from a general mess fund, not exceeding $2 a day, or from the general mess fund of a recruit depot, not exceeding $3 a day, to be apportioned by the mess council among the necessary regular attendants; but no extra compensation from company or general mess funds shall be paid to any soldier holding the statutory grade of cook or mess sergeant. Of this $2 (or $3 at recruit depots) the mess council may allot to the mess steward (who may be a noncommissioned officer) a per diem of 50 cents, and in addition thereto a share of the remaining $1.50 (or $2.50 at recruit depots). One cook of a company and such of the regular attendants of a general mess as the commanding officer may designate will be inspected and mustered in the kitchen or mess hall. Cooks may be excused from the ordinary post duties and from target practice, but the attendants may be excused from the ordinary post duties only.

In case the mess stewards and cooks at recruit depots are graduates of the schools for bakers and cooks, extra-duty pay will be paid to them by the Quartermaster Corps at the following rates, approved by the Secretary of War: To mess stewards, $1 a day, and to cooks, 50 cents a day, and they will receive no further extra commensation. (*C. A. R., Nos. 32 and 49.*)

330. An officer appointed by the post commander will, under his direction, conduct the general mess affairs, make necessary purchases, and have charge of the mess fund. Quarterly and when relieved he will submit to the mess council a statement of all business dealings and money transactions, with proper vouchers. Upon the call of the mess council he will furnish information regarding the condition and management of the mess. A company on taking the field or withdrawing from a general mess will be entitled to a just share of the fund thereof, to be determined by the mess council, approved by the post commander.

ARTICLE XXXIV.

Libraries, Reading Rooms, Post Laundries.

331. At each permanent post suitable rooms will be set apart for use as library, reading room, chapel, and school. The Quartermaster General will procure and forward to post libraries such newspapers and periodicals, and to post schools such schoolbooks, stationery, and school material for the use of enlisted men as are authorized by the Secretary of War. Newspapers and periodicals will not be taken from the library; schoolbooks will not be taken from the schoolroom except for the proper use of those attending the post school. These books and periodicals are intended especially for the use of enlisted men. Books for post chapel services are not furnished by the Government. The library and reading rooms may be used by officers in such manner as not to interfere with their use by enlisted men. The post commander will detail an officer as post librarian, who will have charge of the post library. (*C. A. R., No. 10.*)

332. On December 31 of every year each officer in charge of a post or regimental library will render to The Adjutant General of the Army a return of all books on hand in or pertaining thereto, the return to be forwarded directly by the post or regimental commander. Such books as are required by regulations to be accounted for on property returns shall not be included in the library returns. Post and regimental commanders will examine the returns and certify thereon that the books in the library are accounted for as required by orders and regulations.

333. Department adjutants will, on December 31 of each year, render to The Adjutant General of the Army returns of all library books on hand in their charge. These returns will be in addition to the property returns required to be made by them under paragraph 200. The necessary blank forms for returns of books will be furnished by The Adjutant General of the Army, and the returns will be made in accordance with the directions printed upon the blanks.

334. When library books are damaged or lost, the fact will be reported to the commanding officer by the librarian, and the person responsible for the loss or damage will be required to replace the book by a new copy, or to pay its value in money to the librarian to enable him to procure one.

335. Valuable books pertaining to a post library which have become unserviceable by fair wear and tear will, when practicable, be repaired, and the cost of repair will be a proper charge against the funds of the post exchange.

336. Books received from the War Department will be promptly acknowledged and, together with all library books received from other sources, will be taken up on the return.

337. Inspectors general will, at the annual inspection of posts, examine the methods adopted for the care and preservation of the library, condemn and destroy such books as may be unserviceable and worthless, and note action in their reports of the inspections of the posts.

338. The necessary orders for the disposition of the books on hand when a post is abandoned or discontinued will be given by the War Department.

339. At any post where building material can be obtained without expense to the Government, and it is desired to erect buildings by labor of the troops for use as post exchanges, gymnasiums, bowling alleys, and other places of amusement, the post commander is authorized to use the necessary teams and such tools, window sash, doors, and other material as may be on hand and can be spared.

340. The Quartermaster Corps is authorized to transport gymnastic and athletic appliances, purchased with regimental or company funds, for the use of troops, from the nearest market to the post or station of the troops. In all cases of necessary removal the articles supplied for use in bakeries, libraries, reading rooms, schools, and gymnasiums will also be transported by the Quartermaster Corps.

341. Post laundries are established and maintained under special regulations by the War Department.

The amount of indebtedness of a soldier to a post laundry contracted in accordance with such regulations will be noted on the pay rolls for the current month and will be deducted, if practicable, from his pay by the quartermaster making the payment and turned over to the officer in charge of the laundry, who will duly receipt to the quartermaster and the soldier for the amount so received. Where the soldier is detached the amount due the laundry will be noted on the detachment pay roll or descriptive list, and will be deducted by the quartermaster at the next payment and forwarded to the officer in charge of the laundry in which the indebtedness was incurred. In case of the discharge of a soldier the amount of any such indebtedness will be noted on the final statement and will be similarly deducted from payment made thereon and transmitted to the officer in charge of the laundry.

ARTICLE XXXV.

Post Gardens.

342. Commanding officers of posts at or near which suitable public lands are available will set aside for post gardens such ground as may be necessary for the production of vegetables for the command, and will cause it to be cultivated by the garrison; or if the commanding officer so elects, he may apportion it among the organizations for cultivation by them.

343. Seeds for post gardens may be procured from post exchange funds, or from company funds.

344. Department commanders will give such instructions as may be necessary for carrying these regulations into effect and for the proper distribution of products of gardens among those entitled to them. Surplus products may be sold and the proceeds divided among the company funds of the garrison according to strength of companies.

ARTICLE XXXVI.

Post Exchanges.

345. Post exchanges are established and maintained under special regulations issued by the War Department.

The amount of indebtedness of a soldier to a post exchange contracted in accordance with such regulations will be noted on the pay roll for the next succeeding month and be deducted, if practicable, from his pay by the quartermaster making the payment and turned over to the post exchange officer, who will duly receipt to the quartermaster and the soldier for the amount so received. In case of discharge of a soldier the amount of any such indebtedness will be noted on the final statement, and in like manner be deducted from payment made thereon.

346. The sale of, or dealing in, beer, wine, or any intoxicating liquors by any person in any post exchange or canteen or Army transport, or upon any

premises used for military purposes by the United States, is prohibited. Commanding officers will carry the provisions of this paragraph into full force and effect, and will be held strictly responsible that no exceptions or evasions are permitted within their respective jurisdictions.

ARTICLE XXXVII.

Visits to Lake and Seacoast Defenses.

347. Commanding officers of posts at which are located lake or coast defenses are charged with the responsibility of preventing, as far as practicable, visitors from obtaining information relative to such defenses which would probably be communicated to a foreign power, and to this end may prescribe and enforce appropriate regulations governing visitors to their posts.

American citizens whose loyalty to their Government is unquestioned may be permitted to visit such portions of the defenses as the commanding officer deems proper.

348. The taking of photographic or other views of permanent works of defense will not be permitted. Neither written nor pictorial descriptions of these works will be made for publication without the authority of the Secretary of War, nor will any information be given concerning them which is not contained in the printed reports and documents of the War Department.

ARTICLE XXXVIII.

Field Artillery, Machine Gun, and Small-Arms Practice.

349. Small-arms practice will be conducted and reports thereof made in accordance with the authorized firing manual and orders from the War Department.

350. The aggregate allowance of small-arms ammunition for any company will be expended at such times during the year as the department commander may direct, or, in the absence of specific directions, as the post and company commanders may determine. When not used in target practice, small-arms ammunition may, in the discretion of the post and company commanders, be expended in hunting.

351. In all classes of authorized target practice the Ordnance Department will provide the requisite targets, streamers, and flags. The quartermaster will set up the targets, prepare the range, and construct shelters for the markers. Flour for making paste for use in target practice will be issued by the quartermaster.

352. The details of the methods of conducting the technical instruction and target practice of Field Artillery troops and the target practice of troops charged with the service of machine guns will be announced in orders and instructions from the War Department.

353. The allowance of ammunition for small-arms practice, for the instruction of the Field Artillery, and for target practice with machine guns will be fixed in orders from the War Department.

354. Where hunting for game is practicable the men will be encouraged to hunt, and for this purpose company commanders may permit their men to purchase cartridges, if the supply warrants it, such sales to be accounted for on the returns of ordnance. (*C. A. R., No. 38.*)

ARTICLE XXXIX.

Roster, Detachments, and Daily Service.

THE ROSTER.

355. A roster is a list of officers or men for duty, with a record of the duty performed by each. Generally details for duty are so made that the one longest off is the first for detail. Details so made are said to be made by roster.

356. All details for service in garrison and in the field, except the authorized special and extra duty details, will be by roster; but officers or enlisted men when detailed must serve whether a roster be kept or not.

357. The duties performed by roster are of two classes. The first comprises (1) outposts; (2) interior guards, including stable guards; (3) detachments to protect laborers on military works; (4) armed working parties on such works. Soldiers march armed and, if necessary, fully equipped on all duties of this class. The second class comprises all other duties and fatigue, in or out of the garrison or camp. The rosters are distinct for each class.

358. Lieutenant colonels and majors are on one hoster, and may be detailed when the importance of the duty requires it. In the field their roster is kept at division and brigade headquarters. Captains form one roster, and are exempt from ordinary fatigue duties. Lieutenants form one roster, but when conditions make it advisable captains and lieutenants may be placed on one roster, or one or more of the senior lieutenants may be placed on the captains' roster. Sergeants, corporals, musicians, and privates form distinct rosters.

359. Unless otherwise ordered by the commanding officer, officers, noncommissioned officers, and privates take duties of the first class in the order stated in paragraph 357, viz, the first for detail takes the outposts, the next the interior guards, and so on. In those of the second class the senior officer takes the largest party. The party first for detail takes the service out of camp.

360. In making details by roster, an officer or enlisted man is each day charged with the number of days that he has remained present and available since the beginning of his last tour. Departures from this rule may be authorized by the commanding officer whenever a strict application would allow improper advantage or work hardship.

361. When an officer has been detailed and is not present or available at the hour of marching, the next after him takes the duty. When an outpost has passed the chain of sentinels, or an interior guard has reached its post, the officer whose tour it was can not take it unless so ordered by the commanding officer.

362. Duties of the first class are credited on the roster when the guards or detachments have passed the chain of sentinels or an interior guard has reached its post; other duties, when the parties have entered upon their performance.

363. An officer or enlisted man on duty of the first class, or who is next for detail for such duty, is available, when relieved, for duty of the second class that has fallen to him during that time. Except in emergencies, no duty will be required of the old officer of the day or the old guard until four hours after they have been relieved.

364. Detachments of the Signal Corps shall be exempt from detail for any other duty, except when in the judgment of the commanding officer the importance of the duty will not permit exemption.

DETACHMENTS.

365. As far as the exigencies of the service will permit, detachments for all service will be formed by taking battalions, companies, platoons, or other subdivisions in turn, according to the roster.

366. Officers or enlisted men detailed for detached serice while on other duty will be relieved from that duty, if practicable, in time to march with the detachment.

367. When a detachment is to be formed from the different organizations of a command, the adjutant or adjutant general forms its contingent, verifies the details, and sends it to the place of assembly, or turns it over to the detachment commander.

368. When detachments meet, the command is regulated while they serve together as if they formed one command, but the senior officer can not prevent the commander of any detachment from moving when he thinks proper to execute the orders he has received.

369. On the return of a detachment its commander reports to the headquarters from which he received his orders.

DAILY SERVICE.

370. There will be daily, Sundays and holidays excepted, at least two roll calls, viz, at reveille and retreat. Commanding officers may also order roll calls in special cases at such times as they deem necessary. The roll will be called on the company parade by the first sergeant, superintended by a commissioned officer. If companies are quartered together or in contiguous barracks, one officer may superintend the roll call of two or more of them, provided he can do so efficiently, commanding officers regulating the practice in this regard. Ordinarily there will not be any formation for roll call at tattoo, but the prescribed signal will be sounded, and 15 minutes thereafter lights in squad rooms will be extinguished and all noises and loud talking will cease. Call to quarters will be sounded at 10.45 p. m. and taps at 11. At taps all lights not authorized by the commanding officer will be extinguished. Reveille roll call in garrison will not ordinarily take place earlier than 5.30 a. m. in summer, or 6.30 a. m. in winder. On Sundays and holidays reveille roll call may be dispensed with in the discretion of the commanding officer. (*C. A. R., No. 25.*)

371. Mess call in garrison will be sounded daily as follows: For breakfast, 30 minutes after reveille roll call; for dinner, not earlier than 12 m. nor later than 12.15 p. m.; for supper, not earlier than 5 nor later than 6.30 p. m. Meals for enlisted men will be served promptly at the hours appointed, and the duties of the post, as far as compatible with the requirements of the service, will be so arranged that all the men may be present. The men will be allowed at least 20 minutes for breakfast and supper and 30 minutes for dinner.

372. Except at the ceremony of parade, the result of a roll call will be reported after the companies have been dismissed to the officer superintending the call, who will report the result to the commanding officer.

373. In camp and garrison the commanding officer fixes the hours for reports, issues, and roll calls, and for the performance of stated duties and fatigues. In garrison, retreat will be not later than sunset. The signals will be sounded by the field musicians in accordance with authorized drill regulations.

374. After breakfast, and after stable duty in the mounted service, the tents or quarters and adjacent ground will be policed by the men of the companies and the guardhouse or guard tent by the prisoners, or by members of the guard if there be no prisoners.

ARTICLE XL.

Honors, Courtesies, and Ceremonies.

HONORS.

375. 1. The President of the United States will be received with regimental standards or colors, officers and troops saluting, the drums giving four ruffles and the bugles sounding four flourishes. The ruffles and flourishes will be followed by the national anthem, or, in the absence of a band, the field music or bugles will sound "To the Color."

2. An ex-President and the Vice President of the United States will be received with the same honors as prescribed for the Preident, except that the flourishes will be followed by a march in lieu of the national anthem.

3. The President of a foreign republic, a foreign sovereign, or a member of a royal family will be received with the same honors as prescribed in subparagraph 1, except that the national anthem of his country will be played.

4. Officers of the following grades of rank will be received with regimental standards or colors, officers and troops saluting, and field music playing as follows: General, four ruffles and flourishes; lieutenant general, three ruffles and flourishes; major general, two ruffles and flourishes; brigadier general, one ruffle and flourish.

In tendering honors to a general officer or official of like rank, the Generals' March will be played immediately after the flourishes. (*C. A. R., No. 50.*)

376. To the members of the Cabinet, the Chief Justice, the President pro tempore of the Senate, the Speaker of the House of Representatives, American or foreign ambassadors, and governors within their respective States and Territories the same honors are paid as to the general, except that a foreign ambassador will be received with the national anthem of his country, and that the number of guns fired as personal salute will be as prescribed in paragraph 400; to the Assistant Secretary of War and to American or foreign envoys or ministers the same honors as to the lieutenant general; to officers of the Navy the honors due to their relative rank; to officers of marines and volunteers, and militia when in the service of the United States, the honors due to like grades in the regular service; to officers of a foreign service the honors due to their rank.

In rendering personal honors, when the command presents arms, officers and men in uniform who are not in formation and are in view and within saluting distance shall salute and shall remain in the position of salute until the end of ruffles and flourishes, or, if none, until "order arms." (*C. A. R., No. 50.*)

377. The national or regimental color or standard, uncased, passing a guard or other armed body will be saluted, the field music sounding "To the Color" or "To the Standard." Officers or enlisted men passing the uncased color will render the prescribed salute; with no arms in hand, the salute will be the hand salute, using the right hand, the headdress not to be removed.

378. Whenever the national anthem is played at any place when persons belonging to the military service are present, all officers and enlisted men not in formation shall stand at attention facing toward the music (except at retreat, when they shall face toward the flag). If in uniform, covered or uncovered, or in civilian clothes, uncovered, they shall salute at the first note of the anthem, retaining the position of salute until the last note of the anthem. If not in uniform and covered, they shall uncover at the first note of the anthem, holding

the headdress opposite the left shoulder and so remain until its close, except that in inclement weather the headdress may be held slightly raised.

The same rules apply when "To the Color" or "To the Standard" is sounded as when the national anthem is played.

When played by an Army band, the national anthem shall be played through without repetition of any part not required to be repeated to make it complete.

The same marks of respect prescribed for observance during the playing of the national anthem of the United States shall be shown toward the national anthem of any other country when played upon official occasions. (*C. A. R., Nos. 5 and 50.*)

379. No honors are paid by troops when on the march or in trenches, except that they may be called to attention, and no salute is rendered when marching in double time or at the trot or gallop.

380. The commanding officer is saluted by all commissioned officers in command of troops or detachments. Troops under arms will salute as prescribed in drill regulations.

381. When making or receiving official reports or on meeting out of doors all officers will salute. Military courtesy requires the junior to salute first, but when the salute is introductory to a report made at a military ceremony or formation to the representative of a common superior—as, for example, to the adjutant, officer of the day, etc.—the officer making the report, whatever his rank, will salute first; the officer to whom the report is made will acknowledge, by saluting, that he has received and understood the report. (*C. A. R., No. 50.*)

382. 1. Salutes shall be exchanged between officers and enlisted men not in a military formation, nor at drill, work, games, or mess, on every occasion of their meeting, passing near, or being addressed, the officer junior in rank or the enlisted man saluting first.

2. When an officer enters a room where there are several enlisted men, the word "attention" is given by some one who perceives him, when all rise, uncover, and remain standing at attention until the officer leaves the room or directs otherwise. Enlisted men at meals stop eating and remain seated at attention.

3. An enlisted man, if seated, rises on the approach of an officer, faces toward him, stands at attention, and salutes. Standing, he faces an officer for the same purpose. If the parties remain in the same place or on the same ground, such compliments need not be repeated. Soldiers actually at work do not cease work to salute an officer unless addressed by him.

4. Before addressing an officer, an enlisted man makes the prescribed salute with the weapon with which he is armed, or, if unarmed, with the right hand. He also makes the same salute after receiving a reply. (*C. A. R., No. 50.*)

383. 1. In uniform covered or uncovered, but not in formation, officers and enlisted men salute military persons as follows: With arms in hand, the salute prescribed for that arm (sentinels on interior guard duty excepted); without arms, the right-hand salute.

2. In civilian dress covered or uncovered, officers and enlisted men salute military persons with the right-hand salute.

3. Officers and enlisted men will render the prescribed salutes in a military manner, the officer junior in rank or the enlisted man saluting first. When several officers in company are saluted, all entitled to the salute shall return it.

4. Except in the field under campaign or simulated campaign conditions, a mounted officer (or soldier) dismounts before addressing a superior officer not mounted.

5. A man in formation shall not salute when directly addressed, but shall come to attention if at rest or at ease. (*C. A. R., No. 50.*)

384. 1. Saluting distance is that within which recognition is easy. In general, it does not exceed 30 paces.

2. When an officer entitled to the salute passes in rear of a body of troops it is brought to attention while he is opposite the post of the commander.

3. In public conveyances, such as railway trains and street cars, and in public places, such as theaters, honors and personal salutes may be omitted when palpably inappropriate or apt to disturb or annoy civilians present. (*C. A. R., Nos. 33 and 50.*)

385. 1. Salutes to the national anthem or when "To the Color" (or "Standard") is sounded during ceremonies will be as prescribed in regulations, as herein amended.

2. Officers and enlisted men passing the uncased color will render honors as follows: If in uniform they will salute as required in subparagraph 1 of paragraph 383; if in civilian dress and covered they will uncover, holding the headdress opposite the left shoulder with the right hand; if uncovered they will salute with the right-hand salute. (*C. A. R., No. 50.*)

386. Sentinels on post doing interior guard duty conform to the foregoing principles, but salute by presenting arms when armed with the rifle. They will not salute if it interferes with the proper performance of their duties. Troops under arms will salute as prescribed in drill regulations. (*C. A. R., No. 50.*)

387. 1. Commanders of detachments or other commands will salute officers of grades higher than the person commanding the unit by first bringing the unit to attention and then saluting as required in subparagraph 1 of paragraph 383. If the person saluted is of a junior or equal grade the unit need not be at attention in the exchange of salutes.

2. If two detachments or other commands meet, their commanders will exchange salutes, both commands being at attention. (*C. A. R., No. 50.*)

388. Salutes and honors as a rule are not paid by troops actually engaged in drill, on the march, or in the field under campaign or simulated campaign conditions. Troops on the service of security pay no compliments whatever. (*C. A. R., No. 50.*)

389. If the command is in line at a halt (not in the field) and armed with the rifle, or with sabers drawn, it shall be brought to "present arms" or "present sabers" before its commander salutes in the following cases: When the national anthem is played, or when "To the Color" or "To the Standard" is sounded during ceremonies, or when a person is saluted who is its immediate or higher commander or a general officer, or when the national or regimental color is saluted. (*C. A. R., No. 50.*)

390. At parades and other ceremonies, under arms, the command shall render the prescribed salute and shall remain in the position of salute while the national anthem is being played; also at retreat and during ceremonies when "To the Color" is played if no band is present. If not under arms, the organizations shall be brought to attention at the first note of the national anthem, "To the Color," or "To the Standard," and the salute rendered by the officer or noncommissioned officer in command as prescribed in regulations, as amended herein. (*C. A. R., No. 50.*)

391. No officer in civilian clothes or present informally in uniform shall be saluted with guns or have a guard paraded in his honor. (*C. A. R., No. 50.*)

392. Guards shall not turn out on Sundays as a matter of compliment for officers of the United States Army, Navy, or Marine Corps. (*C. A. R., No. 50.*)

392½. Soldiers at all times and in all situations pay the same compliments to officers of the Army, Navy, Marine Corps, and Volunteers, and to officers of the National Guard in uniform as to officers of their own regiment, corps, or arm of service. (*C. A. R., No. 50.*)

SALUTES WITH CANNON.

393. Salutes with cannon will be fired under charge of commissioned officers, who shall be present at the firing and direct it.

Guns using metallic-case ammunition will be used whenever practicable; in their absence other breech-loading guns should preferably be used. Muzzle-loaders will be used only when breechloaders are not available. When using muzzle-loading guns a sufficient number should be employed, if practicable, to avoid the necessity of firing the same gun a second time.

For muzzle-loading guns, or breechloaders using cartridge bags, the bags will be made of silk, measuring in length at least one and one-half times their diameter, and care will be taken that the sponges are not worn and that they thoroughly fill the chamber or bore of the gun, and when the same gun is fired more than once, that the intervals between the discharges are sufficient to allow the chamber or bore to be thoroughly sponged and chamber of breech-loaders examined. Unless all of these conditions be fulfilled salutes will not be fired with these classes of guns.

The minimum number of pieces with which salutes may be fired is 1 for rapid-fire and field guns using metallic-case ammunition, 2 for breechloaders using cartridge bags, 4 for siege, and 6 for seacoast guns. When practicable, rapid-fire guns will be used for saluting purposes.

394. The rapidity with which pieces are discharged during a salute depends upon their caliber. Subject to the restrictions of the preceding paragraph, guns of 4-inch caliber or less should have intervals of 5 seconds between discharges; guns of over 4-inch caliber, 10 seconds.

When a single field gun is used to fire a salute the interval between discharges should be 10 seconds.

395. When muzzle-loading guns are used, the pieces for a salute should, if possible, be of the same or equivalent caliber. If the number of guns in the saluting battery admits of it, the entire number required and two or three over should be loaded and made ready previous to commencing the salute; the detachments are then dispensed with, and a single cannoneer at each piece discharges it at the proper time. When the number of pieces is insufficient for the entire salute, as many as possible should be used so as to avoid frequent reloadings.

The pieces are numbered from right to left—1, 2, 3, and so on—and each detachment or the cannoneer, as the case may be, is made clearly to understand the number of the piece.

At the proper moment the officer in charge commands: "Number 1, fire!" and observing the proper interval, "Number 2, fire!" and so on to the left piece, when he returns to the first and repeats the same commands until the entire number required for the salute is discharged. In order to preserve regularity in the fires he will not concern himself with the running number, but will have a capable person to keep count and notify him when the required number of discharges is made. In giving the command "Fire!" he looks toward the piece to be fired, and gives it in such a pronounced manner, accompanied by a signal with his sword, as to be unmistakable. The cannoneer discharging a piece when its number is called casts his eye to the officer and, observing the signal as well as the command, fires the piece promptly. Should a piece mis-

fire, the officer immediately commands the next to fire and allows the piece that has missed to remain undischarged until its proper turn comes again. Immediately after each piece is discharged it is reloaded and made ready if there is probability of its being fired again.

When troops are drawn up for the reception of a dignitary, and it is practicable to have a battery of field guns on the ground, a salute from it should form part of the ceremony; otherwise guns in position are used. When field guns are used, it is most appropriate to fire the salute at the place of review, and at the time just previous to the review when the personage arrives on the ground.

396. Salvos are simultaneous discharges from several cannon; they correspond to volleys of musketry and are fired by way of salute only over the graves of officers at the time of burial. The order designating a funeral escort prescribes whether the fire shall be three volleys of musketry or three salvos of artillery.

397. Salutes will not be fired between sunset and sunrise, and not on Sunday unless required by international courtesy. As a general rule, salutes will be fired between 8 a. m. and sunset. The national flag will always be displayed at the time of firing a salute.

NATIONAL SALUTES.

398. The national salute is 21 guns. It is also the salute to a national flag.

The salute to the Union, commemorative of the Declaration of Independence and consisting of 1 gun for each State, is fired at noon on July 4 at every post provided with suitable artillery.

399. It is the custom of foreign ships of war, on entering a harbor or passing near a fortification, to display at the main the flag of the country in whose waters they are, and to salute it. It is the rule, however, in our own and foreign navies to fire salutes only between 8 a. m. and sunset. On the completion of the salute to the flag, a salute of the same number of guns will be promptly returned by the designated saluting station. United States vessels return salutes to the flag in United States waters only when there is no fort or battery designated to do so. United States vessels do not salute United States forts or posts, and the converse.

Saluting stations for the purpose of returning the salutes of foreign men-of-war in the ports and territorial waters of the United States will be designated in orders from time to time by the War Department.

The salute to the flag is the only salute that is returned, and this is invariably done as soon as possible. The time intervening should never exceed 24 hours. The failure to return such salutes is regarded as a discourtesy or lack of friendship justifying the other party in asking an explanation.

Notice of an intention to salute the flag is sometimes given by the vessel direct to the fort, but as giving notice involves delay, vessels generally salute without it. Surveying vessels, storeships, and transports do not salute. If notice of intention to salute the flag be received by a fort not the saluting station, such fort immediately notifies the saluting station and informs the vessel of the fact.

PERSONAL SALUTES.

400. The President, both on his arrival at and departure from a military post, or when in its vicinity, receives a salute of 21 guns. No other personal salute is fired in his presence.

The sovereign or chief magistrate of a foreign country receives the salute prescribed for the President; and members of a royal family receive the salute due their sovereign. No salute to a personage of lesser degree shall be fired in their official presence.

An ex-President of the United States receives a salute of 21 guns.

The Vice President receives a salute of 19 guns.

When officials other than those named visit military posts, they receive salutes as follows:

	Guns.
Ambassadors, members of the Cabinet, and the president pro tempore of the Senate	19
The Chief Justice, the Speaker of the House of Representatives, a committee of Congress officially visiting a military post, governors within their respective States or Territories, or a governor general, and the civil governor of the Philippine Islands	17
The Assistant Secretary of War or the Assistant Secretary of the Navy, when officially visiting a military post; the vice governor of the Philippine Islands, and American or foreign envoys or ministers	15
Ministers resident accredited to the United States	13
Chargés d'affaires	11
Consuls general accredited to the United States	11
The General	17
The Lieutenant General	15
Major general	13
Brigadier general	11

The term "governor general" shall be taken to mean an administrative officer under whom officers with the title of governor are acting.

401. As a rule, a personal salute is to be fired when the personage entitled to it enters a post.

When several persons, each of whom is entitled to a salute, arrive together at a post, the highest in rank or position is alone saluted. If they arrive successively, each is saluted in turn.

An officer assigned to duty according to his brevet rank is entitled to the salute prescribed for the grade to which he is assigned.

A retired general officer making an official visit is saluted according to his rank.

An officer, whether civil, military, or naval, holding two or more positions, either of which entitles him to a salute, receives only the salute due to the highest grade. In no event is the same person to be saluted in more than one capacity.

Personal salutes at the same place and in compliment to the same person, whether civil, diplomatic, military, or naval, are never to be fired oftener than once a year, unless such person shall have been in the meantime advanced in rank.

402. Officers of the Navy are saluted according to their relative rank; officers of marines and of the volunteer forces or militia in the service of the United States, and officers of foreign services, are saluted according to rank.

403. When a civil functionary entitled to a salute arrives at a military post, the commanding officer meets or calls upon him as soon as practicable, and will tender him a review if the garrison consists of not less than four companies. When a general officer visits a post within his command, the troops will be paraded for review, unless he directs otherwise. When a salute is to be given an officer junior to another present at a post, the senior will be notified to that effect by the commanding officer.

404. In addition to the foregoing, occasions of a public nature frequently arise when salutes are both desirable and proper. Orders will be given in such cases.

405. The flag of a military post will not be dipped by way of salute or compliment.

VISITS AND COURTESIES.

406. 1. An officer arriving at the headquarters of a military command, station, or post, will call upon the commander thereof as soon as practicable and register his name, address, and the probable time of his stay. If the visiting officer be senior to the commander, the former may send his card and his address for registration, in which case it becomes the duty of the commander to make the first call.

2. When any officer arrives at Washington, D. C., or at the headquarters of a territorial department, he will report as prescribed in paragraph 825.

3. An officer arriving for duty with an organization, a staff department, at the Military Academy, or any of the service schools, will make both an official and a call of courtesy upon the head or commander thereof as soon as practicable. If the arriving officer is the senior, the first call will be made by the junior.

4. In case of large commands or posts, an arriving officer will pay such additional visits as his post, station, or regimental commander may prescribe. Under normal conditions it is considered desirable that at least the arriving field officers should call at the various organization headquarters.

5. Official calls are made at the office of the commanding officer. If made after office hours and the commanding officer is not present, the visiting officer will register, leave his card, and repeat the call informally the following morning during office hours. Social calls will be made at some convenient time at the quarters of the commanding officer.

6. As a rule, juniors will give way to seniors, and at all times juniors will show deference to their seniors and will not ignore their presence. These rules will apply whether in vehicles, on horseback, or on foot. In accompanying officers, juniors will walk or ride on the left of their seniors, unless there be special reason to the contrary.

7. In case of an organization reporting at a post or station for duty, the commanding officer thereof, accompanied by his staff (if there be one), will immediately make an official call upon the commander of the post or station, as prescribed in subparagraph 1. The commanding officer of the arriving troops may, at his discretion, be accompanied by the other officers of his command. If not accompanied by them at this first visit, he will arrange to present them officially at some convenient time to the post or station commander, unless otherwise directed. A similar procedure will be observed on the departure of an organization from a post or station.

8. A subordinate officer, after reporting officially to the commanding officer of the post, headquarters, or station, will report as soon as practicable to his intermediate commanding officers, presenting to them copies of his assignment or other duty order. An officer returning from leave or detached service makes an official call, without delay, on the post or station commander and upon his intermediate commanders. An officer about to leave the post or station for any length of time will make an official call upon the commander thereof and also upon his intermediate commanding officers.

9. Newly arrived officers will be called upon promptly by the other officers of the post or station. In case of large commands, where the conditions are such as to make this usual custom burdensome or impracticable, the commanding officer

may prescribe that visits shall only be exchanged between senior officers, or he may designate officers to make the visits, who shall extend the usual civilities on behalf of all the others, or he may prescribe that no visits of courtesy shall be required. A general officer is not required to return the official visits of officers of his command, except in the case of general officers or colonels; but when he considers it advisable, return calls on officers of grades junior to colonel shall be made at his direction by aids or other staff officers.

10. The interchange of compliments and visits between officers of the service is of great importance. Failure to pay the civilities customary in official and polite society is to the prejudice of the best interests of the service. The well-established customs of the Army in this regard will be carried out. (*C. A. R., No. 50.*)

407. 1. The interchange of official compliments and visits between military and naval officers is international in character and opens the way to official and social courtesies. In cases of vessels of war and transports carrying troops, foreign or otherwise, recently arrived, it is the duty of the post or station commander to send a suitable officer to offer civilities and assistance. This is called the "boarding visit," and it is expected that this civility will be returned. Within 24 hours thereafter, weather permitting, the officer in chief command of the ship or ships or the senior general officer on board the transport or, in case a general officer is not present, then the commanding officer of the troops should visit the commanding officer of the post or station should the latter be his equal or superior in grade. This visit will be returned within 24 hours. Should the naval officer in command or the general officer on board the transport, or in case a general officer is not present, the commanding officer of the troops, be superior in grade to the officer commanding the post or station, the first visit will be paid by the latter.

2. In ports of the United States, whether within the continental limits, outlying Territories, or in the insular possessions, visits of ceremony between officers of the United States Army and Navy will be governed by the rules laid down in subparagraph 1 of this paragraph.

3. In the interchange of visits between officers in command of Army posts, Territorial or other departments and the naval officers in command of naval stations on shore, whether within the continental limits, outlying Territories, or insular possessions of the United States, the officer already established will send an aid to offer the customary courtesies on the arrivel for duty of a newcomer of the other service. The latter will then make the first visit if of equal or inferior grade to the former. The officer junior in grade will make the first visit, whether he is the last comer or not. (*C. A. R., No. 50.*)

408. The following rules prescribed by Navy Regulations shall be observed in regard to the interchange of visits between officers of the United States Navy, United States Army, and the governors of the United States insular possessions, and outlying territories.

1. When a naval vessel or group of vessels arrives at a port of an island or group of islands or outlying possession of the United States where there is a governor general or governor, holding a commission or appointment as such from the President of the United States, the commander in chief or senior commanding officer of such vessel or group of vessels will within 24 hours of arrival make the first visit upon such governor general or governor.

2. In case of the temporary absence of such governor general or governor from his post the official duly acting in his stead will receive the same courtesies.

3. Should such governor general or governor find that from indisposition or pressure of important business he is unable to make or return the prescribed visits in person, he will depute his aid or some other official to do so. In like manner should naval commander in chief or senior commanding officer find that from indisposition or pressing occupation he is unable to make the prescribed

visits, he will depute an officer of his staff to do so. In each case the officer failing to make the prescribed visit in person will report the circumstances and state the reasons which led to the omission of the visit to the department under which he is acting. (*C. A. R., No. 50.*)

409. For the purpose of developing efficiency in intercommunication between signal stations of the Army and the Navy, both on ship and ashore, commanding officers of seacoast fortifications will at all times encourage the interchange of messages and signals between signal stations at their posts and ships of the Navy or naval stations making use of radio telegraphy and visual signaling. Whenever, upon entering a harbor of the United States, vessels of the Navy come within signal distance of fortifications and open communication with them, suitable acknowledgment will be made by the Army stations. As far as practicable, the name of the fort, the name and rank of the commanding officer, and such other information as may be of interest will be communicated. A similar appropriate exchange of signals will be made when a naval vessel leaves a harbor, the initiative being taken by the Navy. Commanding officers of forts provided with radio equipment will issue the necessary orders requiring their stations to cooperate with and communicate with all naval radio stations in their vicinity, both on shipboard and ashore, but Army coast radio stations will not be used in the transmittal of official messages in any case where commercial or military telegraph lines are available and where the service is not between ship and shore. (*C. A. R., No. 55.*)

410. When a military commander officially visits a vessel of war he will give notice in advance of his intention to do so. He is received at the gangway by the commander of the vessel and is accompanied there by the same officer when leaving. The officer who is sent with the customary offer of civilities is met at the gangway of a vessel of war by the officer of the deck, and is presented by the latter to the commander of the vessel.

411. A vessel of war is approached and boarded by commissioned officers by the starboard side and gangway. In entering a boat, the junior goes first and other officers follow in order of rank; in leaving a boat, the senior goes first. The latter acknowledges the salutes which are given at the gangway of a naval vessel.

411½. The following regulations of the United States Navy are published for the information of the Army. So far as applicable they will govern Army officers and enlisted men visiting war vessels.

1142. When a chief of staff or any commanding officer of a ship or of a flotilla visits officially another ship of the Navy, he shall be attended at his reception and departure by the commanding officer and, if of or above the grade of lieutenant commander, the guard of the day shall be paraded in his honor. When the chief of staff leaves or returns to the flagship officially, the guard of the day shall be paraded in his honor.

1143. When an officer of the Army or Marine Corps commanding a military post or station, of or above the grade of major and not above the grade of colonel, visits officially any ship of the Navy, he shall receive the same honors as prescribed in Article R 1142.

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1165. The officer of the deck shall attend at the gangway on the arrival or departure of any commissioned officer or distinguished visitor.

1166. (1) On the occasion of the official reception or departure of a civil, diplomatic, or consular official or of any commissioned officer of the Navy, Army, Marine Corps, Naval Militia, or Coast Guard, the side shall be piped.

The side shall not be piped for shore boats, but officers in them, if in uniform, shall be so saluted on reaching or leaving the deck.

(2) Piping the side for officers not wearing side arms may, by order of the commanding officer, be dispensed with, without distinction of rank or grade, on board the ships to which they are attached.

1167. Side boys shall attend at the side when the side is piped, as follows, except as noted in (*c*) below:

(*a*) For officials saluted with 15 or more guns, eight.

(*b*) For officials saluted with 11 or 13 guns, six.

(*c*) For other officers of and above the rank of commander and for officials entitled to corresponding honors, four.

(*d*) For other commissioned officers of the Navy or Marine Corps and officials entitled to corresponding honors, two.

1168. (1) All honors, except as prescribed in Article R 1165 and such as social courtesy may demand, shall be dispensed with at the reception or departure of all officers under the following circumstances:

(*a*) When they are in plain clothes.

(*b*) When the departure or reception takes place after sunset and before 8 a. m. (except that for foreign officers the side shall be piped).

(*c*) During the meal hours of the crew, for officers of the United States Navy or Marine Corps.

(*d*) When coaling ship, for officers of the United States Navy or Marine Corps.

(*e*) On board ships having a complement, exclusive of the engineer force, of 125 men or less the attendance of side boys for officers of the United States Navy shall be required on occasions of ceremony, but shall not be required on ordinary occasions. When the side is piped for officers of the United States Army or of foreign services, side boys shall be in attendance between 8 a. m. and sunset.

(2) The guard and band shall not be paraded on Sundays for ships or officers of the United States Navy and Marine Corps.

1169. Sentries at the gangways shall salute all officers in uniform when going or coming over the side. All sentries on the upper decks, or in view frmo outside, shall salute all commissioned officers passing them close aboard, in boats or otherwise.

1170. The starboard gangway shall be used by all commissioned officers and their visitors; the port gangway shall be used by all other persons. If the construction of the ship or other circumstances make a change in this rule expedient, the change may be made at the discretion of the commanding officer.

1171. (1) All officers and men, whenever reaching the quarter-deck, either from a boat, from a gangway, from the shore, or from another part of the ship, shall salute the national ensign. In making this salute, which shall be entirely distinct from the salute to the officer of the deck, the person making it shall stop at the top of the gangway or upon arriving upon the quarter-deck, face the colors, and render the salute, after which the officer of the deck shall be saluted. In leaving the quarter-deck, the same salute shall be rendered in inverse order. The officer of the deck shall return both salutes in each case, and shall require that they be properly made.

(2) The commanding officer shall clearly define the limits of the quarter-deck; it shall embrace so much of the main or other appropriate deck as may be necessary for the proper conduct of official and ceremonial functions. When the quarter-deck so designated is forward and at a considerable distance from the colors, the salute to the colors prescribed in the preceding paragraph will not be rendered by officers and men except when leaving or coming aboard the ship.

(3) The salute to the national colors to be made by officers and enlisted men with no arms in hand shall be the "hand salute," the headdress not to be removed. (*C. A. R., No. 50.*)

412. Naval vessels fire personal salutes to officers entitled to them when the boats containing them have cleared the ship. It is an acknowledgment of the salute by the officer saluted for his boat to lie on her oars from the first until the last gun and for him to uncover; at the conclusion, to give way. Personal salutes are not returned by military posts.

413. In case of vessels of war of foreign powers at peace with the United States lying in our ports or harbors and celebrating their national festivities, the commander of each fort, battery, or military post may participate in the celebration by firing salutes, parading commands, etc. In such a case the flag of the United States will be hoisted and lowered simultaneously with that of the ship on board of which the celebration occurs.

414. When boats are rowing in the same direction, an inferior is not to pass a superior in grade unless he is on urgent duty, or authorized by the superior.

When boats are pursuing opposite directions, the rule of the road to prevent fouling is that both shall "put their helms to port," i. e., to pass to the right, circumstances permitting.

When boats are approaching the same landing or vessel, an inferior is always to give way to a superior in rank.

Boats about leaving a ship's side or landing are to give way in ample time to others approaching.

It is not proper to land over another boat without permission, and only when it can not be avoided is permission to be asked.

415. A vessel of war on which the President of the United States is traveling displays the President's flag at the main. In case of foreign sovereigns, vessels display the royal standard of the sovereign in like manner.

ESCORTS OF HONOR.

416. Escorts of honor may be composed of any or of all arms, according to the circumtances. They are detailed for the purpose of receiving and escorting personages of high rank, civil or military, when they arrive and depart. The troops for this purpose will be selected for their soldierly appearance and superior discipline, and are formed and maneuvered as prescribed in the authorized drill regulations. The post commander in each case will detail an officer to attend the personage escorted, and to bear communications from him to the commander of the escort.

FUNERAL HONORS.

417. On the receipt at any post or camp of official notice of the death of the President of the United States, the commanding officer will, on the following day, cause a gun to be fired every half hour, beginning at sunrise and ending at sunset. When posts are in sight or within 6 miles of each other the firing will take place only at the post commanded by the senior officer.

418. The orders announcing the death of a Secretary of War, Assistant Secretary of War, or a general officer on the active or retired list, or other person entitled to a salute of cannon, will specify the number of guns to be fired at half-hour intervals, commencing at 8 o'clock a. m. on the day after the receipt of the order, and the posts at which they shall be fired. During the firing the flag will be displayed at halfstaff.

419. When the funeral of an officer who was entitled to a salute takes place at or near a military post, minute guns will be fired while the remains are being borne to the place of interment, but the number of guns will not exceed that to which the officer was entitled as a salute. After the remains are deposited in the grave a salute corresponding to the rank of the deceased will be fired, in addition to three salvos of artillery or three volleys of musketry.

420. If the remains of a flag officer of the Navy or a general officer are brought ashore in the vicinity of a military post, the flag will be displayed at

halfstaff and minute guns will be fired as the procession moves. The number of guns will be that to which the officer was entitled as a salute.

421. During the funeral at or near a military post of a civil functionary who was entitled to a salute, the flag is displayed at halfstaff and minute guns are fired. The number of guns will be that to which the functionary was entitled as a salute.

422. On the death of an officer at a military post the flag is displayed at halfstaff and so remains, between reveille and retreat, until the last salvo or volley is fired over the grave; or if the remains are not interred at the post, until they are removed therefrom.

423. During the funeral of an enlisted man at a military post the flag is displayed at halfstaff. It is hoisted to the top after the final volley or gun is fired, or after the remains are taken from the post. The same honors are paid on the occasion of the funeral of a retired enlisted man.

424. All military posts in sight of each other display their flags at halfstaff upon the occasion of one doing so. The same rule is observed toward all vessels of war.

425. When the flag is displayed at halfstaff it is lowered to that position from the top of the staff. It is afterwards hoisted to the top before it is finally lowered.

426. The funeral escort of the Secretary of War or General of the Army will consist of a regiment of Infantry, a squadron of Cavalry, and a battalion of Field Artillery; of the Assistant Secretary of War or the Lieutenant General, a regiment of Infantry, a squadron of Cavalry, and a battery of Field Artillery; of a major general, a regiment of Infantry, two troops of Cavalry, and a battery of Field Artillery; of a brigadier general, a regiment of Infantry, a troop of Cavalry, and a platoon of Field Artillery; of a colonel, a regiment; a lieutenant colonel or major, a battalion or squadron; a captain, one company; a subaltern, a platoon. The funeral escort of a general officer, or of any other officer either on the active or retired list, when the funeral occurs at any other place than a military post or camp, will be ordered by the War Department, and will be composed of such bodies of troops, not exceeding the number prescribed in this paragraph, as the interests of the service will permit. But in all cases where the funeral ceremonies take place at or in the immediate vicinity of a military post, or where the remains are conveyed through a military post en route to the place of burial, the above regulation relative to escort will be complied with so far as the strength of the garrison will allow. The flag will be at halfstaff while the remains are at or in the immediate vicinity of the post, and the department or post commander will give the necessary orders.

427. The funeral escort of an officer will be commanded by an officer of the same grade; if none such be present, by one of the next lower grade available. The ceremony is prescribed in the drill regulations.

428. The funeral escort of a noncommissioned staff officer will consist of 16 men, commanded by a sergeant; of a sergeant, of 14 men, commanded by a sergeant; of a corporal, of 12 men, commanded by a corporal; of a private, of 8 men, commanded by a corporal; of an enlisted man of Field Artillery, one section.

429. Six pallbearers will be selected, as far as practicable, from the grade of the deceased.

430. Officers and enlisted men attending military funerals wear uniform and side arms and in the funeral procession follow the mourners in order of rank, seniors in front. The funeral of an officer is attended by such officers of the

post or organization in the field as other duties will permit. The funeral of a noncommissioned officer is attended by the noncommissioned officers and privates of the regiment, or such part of it as may be present and can be spared from other duties; that of a private by the noncommissioned officers and privates of his company.

431. The badge of military mourning shall consist of a straight band of black crape or plain black cloth, 5 inches wide, worn around the left arm above the elbow; also, when the sword is worn, a knot of black crape on the hilt; but no badge of military mourning shall be worn with the uniform except at funerals or for occasions prescribed by the War Department.

432. As family mourning, officers may wear the arm band prescribed in paragraph 431.

433. The drums of a funeral escort will be covered with black crape or thin black serge, furnished by the quartermaster.

434. The colors of a regiment will not be placed in mourning or draped, except when ordered from the War Department. Two streamers of crape 7 feet long and about 12 inches wide attached to the ferrule below the spearhead will be used for the purpose.

CEREMONIES.

435. All ceremonies will be conducted as prescribed in the authorized drill regulations.

436. The number and kind of parades will be determined by the post commander with the approval of the next higher tactical commander and of the department commander. After the schedule has been approved parades will not be dispensed with except on urgent occasions. All officers and men will be present unless specially excused or on duty incompatible with such attendance. (*C. A. R., No. 1.*)

437. At every military post or station the flag will be hoisted at the sounding of the first note of the reveille, or of the first note of the march, if a march be played before the reveille. The flag will be lowered at the sounding of the last note of the retreat, and while the flag is being lowered the band will play the national anthem, or, if there be no band present, the field music will sound "To the Color." When "To the Color" is sounded by the field music while the flag is being lowered the same respect will be observed as when the national anthem is played by the band, and in either case officers and enlisted men out of ranks will face toward the flag, stand at attention, and render the prescribed salute. The national flag will be displayed at one seacoast or lake fort of a group of forts within sight of each other at the beginning of and during an action in which the forts may be engaged, whether by day or by night. (*C. A. R., No. 50.*)

438. Troops will be mustered for pay on the last day of each month unless otherwise ordered by the War Department. When the commanding officer can not muster all the troops he will designate other officers to assist.

439. Each stated muster will, when practicable, be preceded by a minute and careful inspection. If the command consists of more than one company, the inspection will be preceded by a review. If the day for muster falls on Sunday, such review and inspection will be omitted.

440. On Memorial Day, May 30, at all Army posts and stations, the national flag will be displayed at halfstaff from sunrise till midday, and immediately before noon the band, or field music, will play some appropriate air, and the national salute of 21 guns will be fired at 12 m. at all posts and stations provided with artillery. At the conclusion of this memorial tribute, at noon, the

flag will be hoisted to the top of the staff and will remain there until sunset. When hoisted to the top of the staff, the flag will be saluted by playing one or more appropriate patriotic airs. In this way fitting testimonial of respect for the heroic dead and honor to their patriotic devotion will be appropriately rendered.

ARTICLE XLI.

Guards.

441. The authorized Manual of Guard Duty is the guide in all matters relating to duties of guards not contained in these regulations.

442. Quartermaster's supplies and ordnance and ordnance stores required for strictly post or police purposes, or for use by the post or camp guard, will be supplied by the quartermaster and ordnance officer, respectively, on request from the officer of the day, approved by the commanding officer, and will be continued on the returns of the quartermaster or ordnance officer, as the case may require.

443. Articles so obtained will be duly entered under the direction of the officer who receives them on a list of "articles in charge." They will be carried on the list and verified daily under the direction of the officer of the day. When no longer fit for use they will be submitted, as the case may require, by the quartermaster or ordnance officer for inspection and, if condemned, disposed of as ordered.

ARICLE XLII.

Route Maps and Journals of March.

444. The commanding officer of every body of troops ordered to march will detail a competent person, preferably a mounted commissioned officer, as topographer, whose special duty will be to prepare and preserve the field notes, sketches, and maps necessary for a complete record of the route traversed and adjacent points of military interest. The topographer will be relieved of such of his routine duties as interfere with this work. He will be furnished with such official maps and descriptive notes of the proposed route as may be available. Should these be adequate, the fieldwork will be confined to marking thereon the route followed and adding such notes as may be required to complete the record. Where no maps are available or those furnished are inadequate, field maps to standard scales will be prepared. When necessary, selected enlisted men, preferably mounted, will be detailed to assist the topographer. The work will be done under the supervision of the commanding officer. For facility in reading, military maps are made according to a uniform system of scales and contour intervals, as follows:

1. One inch to 1 mile, vertical interval, 60 feet.
2. Three inches to 1 mile, vertical interval, 20 feet.
3. Six inches to 1 mile, vertical interval, 10 feet.
4. Twelve inches to 1 mile, vertical interval, 5 feet.

In general these scales and contour intervals are used as follows:

1. For route maps of extended marches, or of marches of large commands using several roads.
2. For ordinary route sketches and extended positions.
3. For position and outpost sketches.
4. For maps used in the war game, discussion of operations at maneuvers and in siege operations.

445. Field notes and maps of the route traversed each day will be completed the same day. In time of peace the original field notes and maps covering the entire march will ultimately be transmitted to the department engineer of the department in which it terminates for file and for use in the compilation of new or the correction of existing military maps. In campaign these records will be disposed of as prescribed in Field Service Regulations.

446. Journals of march will be kept by the adjutant of the command or by an officer detailed for that purpose. The journal will contain an historical record of the march, facts as to equipment, clothing, supply, shelter, roads, weather, health of troops, and incidents of any kind that may have value. Journals of march pertaining to provisional commands will be forwarded to the headquarters of the department in which the march terminates for file; those of permanent organizations will be retained at the headquarters of the organizations to which they pertain. In campaign, journals of march are incorporated in or replaced by war diaries, as provided in Field Service Regulations.

447. Commanding officers will see that the organizations under their command are at all times fully supplied with the engineer reconnaissance equipment prescribed in orders of the War Department, that the equipment is in good order and repair, and that selected officers and enlisted men are instructed in its use.

448. Notebooks, blanks, and reconnaissance instruments are supplied by the Engineer Department as a part of the authorized equipment of companies, regiments, and other organizations. When such books or blanks can not be obtained, substitutes will be prepared conforming to the standard forms. General instructions for the use and preservation of instruments, the character of the observations to be made, and the methods of recording them will be found in the Engineer Field Manual or as notes printed in the record books or on the blanks supplied.

ARTICLE XLIII.

Military Education.

449. The military educational system of the United States comprises:

1. The Military Academy at West Point for the education of cadets.
2. Post schools for the instruction of enlisted men.
3. At each military post a garrison school for the instruction of officers in subjects pertaining to the performance of their ordinary duties.
4. Service schools—
   - *a.* The Army War College, Washington, D. C.
   - *b.* The Army Staff College, Fort Leavenworth, Kans.
   - *c.* The Coast Artillery School, Fort Monroe, Va.
   - *d.* The Engineer School, Washington, Barracks, D. C.
   - *e.* The Mounted Service School, Fort Riley, Kans.
   - *f.* The Army Medical School, Washington, D. C.
   - *g.* The Army Signal School, Fort Leavenworth, Kans.
   - *h.* The Army School of the Line, Fort Leavenworth, Kans.
   - *i.* The School for Bakers and Cooks, Washington Barracks, D. C.
   - *j.* The School for Bakers and Cooks, Presidio of Monterey, Cal.
   - *k.* The School for Bakers and Cooks, Fort Sam Houston, Tex.
   - *l.* The School for Bakers and Cooks, Fort Shafter, Hawaii.
   - *m.* The School for Bakers and Cooks, Fort Riley, Kans.
   - *n.* The School for Bakers and Cooks, Fort William McKinley, P. I.
   - *o.* The Army Field Engineer School, Fort Leavenworth, Kans.
   - *p.* The Army Field Service and Correspondence School for Medical Officers, Fort Leavenworth, Kans.

q. The School of Fire for Field Artillery, Fort Sill, Okla.
r. The School of Musketry, Fort Sill, Okla.
s. The Signal Corps Aviation School, San Diego, Cal.
t. The Signal Corps Aviation School, near New York City.
u. The Signal Corps Aviation School, near Chicago, Ill.
v. The U. S. Army Balloon School, Fort Omaha, Nebr.
w. The Ordnance School of Application, Sandy Hook Proving Ground, N. J.

5. The military department of civil institutions at which officers of the Army are detailed under the provisions of law.

The detail of officers at these institutions is announced and the regulations governing the courses of instruction therein are issued in orders from the War Department. (*C. A. R., Nos. 38 and 49.*)

ARTICLE XLIV.

THE ORGANIZED MILITIA.

450 to **463.** Rescinded, the matter being covered by special regulations. (*C. A. R., No. 55.*)

ARTICLE XLV.

THE GOVERNMENT HOSPITAL FOR THE INSANE.

464. The following classes of persons are entitled by law to admission to the Government Hospital for the Insane: (1) Officers, contract surgeons, and enlisted men of the Army who have become insane while in the military service, or within three years after their discharge therefrom, from causes which arose during and were incident to such service; (2) inmates of the Soldiers' Home and of the National Home for Disabled Volunteer Soldiers; (3) civilian employees of the Quartermaster Corps who may become insane during such employment; (4) general prisoners.

465. The insane of the military service, except as otherwise provided for in paragraph 469, will be reported, through military channels, to The Adjutant General of the Army, that the orders of the Secretary of War for their disposition may be obtained. No person will be reported under the provisions of this paragraph except after a critical examination by a board of at least two medical officers. The report will be accompanied by the proceedings and findings of the board giving the diagnosis, a detailed account of the medical history of the case in duplicate, and a statement as to whether the disability was or was not incurred in line of duty; also a statement as to whether the patient, if discharged from the service, can be released from military control without danger to himself or others. (*C. A. R., Nos. 10 and 46.*)

466. In the case of an insane soldier ordered by the War Department to be sent to the Government Hospital for the Insane, all papers, including his service record, certificate of disability, and form of medical certificate required by the Department of the Interior, properly filled in, will be forwarded directly to The Adjutant General of the Army by the post commander on the date of the soldier's departure from the post. An insane soldier will not be discharged from the service except by order of the Secretary of War.

The blank forms for the medical certificate required by the Department of the Interior will be furnished by The Adjutant General of the Army.

Prior to the departure of the insane soldier the post commander will prepare and sign an inventory, in duplicate, of his effects and will send one copy of the

inventory, together with his money and other valuables, by registered mail to the Superintendent, Government Hospital for the Insane, Washington, D. C., retaining the other copy for the post records. The other effects, such as clothing, will accompany the patient and attendant as baggage. (*C. A. R., Nos. 13, 22, and 55.*)

467. An insane soldier ordered by the War Department to be sent to the Government Hospital for the Insane will be escorted by a noncommissioned officer. When a number are sent at one time or when the patient or patients require restraint, the department commander may order such addition to the escort as may be necessary. The noncommissioned officer will report to The Adjutant General of the Army, by telegraph, at least 24 hours in advance, the probable time and place of arrival in Wahington. After leaving the patient at the hospital the noncommissioned officer will report to The Adjutant General of the Army for further instructions.

468. On the departure of the patient from his station the commanding officer will give such orders to the person in charge as will provide for transportation of the necessary attendants to the institution and returning to their posts, also subsistence during their absence. When payment of commutation, in lieu of subsistence in kind, is permissible under paragraph 1223, the commanding officer may, in writing, order commutation for the patient to be paid in advance to, and receipted for by, the noncommissioned officer to whose charge the patient is committed.

469. The insane of the military service in the Philippine Islands, except natives, will be sent by the commanding general, Philippine Department, to Letterman General Hospital, Presidio of San Francisco, Cal., for observation and treatment in that hospital before action is taken in their cases in accordance with the provisions of paragraph 465.

Insane natives of the Philippine Islands and Porto Rico serving in the Army of the United States may, under authority from the Secretary of War, be sent to an asylum in the Philippine Islands or to an asylum in Porto Rico, respectively.

470. To obtain the release of a patient when cured or his delivery to the care of friends, application must be made to The Adjutant General of the Army, accompanied by the recommendation of the superintendent of the hospital.

ARTICLE XLVI.

INDIANS.

INDIAN COUNTRY.

471. If any commanding officer of a military post has reason to suspect or is informed that any white person or Indian is about to introduce or has introduced any spirituous liquor or wine into the Indian country in violation of law, he may cause the boats, stores, packages, wagons, sleds, and places of deposit of such person to be searched; and if such liquor is found therein, the same, together with the boats, teams, wagons, and sleds used in conveying the same, and also the goods, packages, and peltries of such person, shall be seized and delivered to the proper officer, and shall be proceeded against by libel in the proper court. It shall, moreover, be the duty of any person in the service of the United States, or of any Indian, to take and destroy any ardent spirits or wine found in the Indian country, except such as may be introduced therein by the War Department. In all cases arising under sections 2139 and 2140, Revised Statutes, Indians shall be competent witnesses. It shall be a sufficient defense to any charge of introducing or attempting to introduce ardent spirits,

ale, beer, wine, or intoxicating liquors into the Indian country that the acts charged were done under authority, in writing, from the War Department or any officer duly authorized thereunto by the War Department.

472. The Indian country within the meaning of the foregoing paragraph may be defined, in general, as the Indian reservations, or districts occupied by Indian tribes and to which the Indian title has not been extinguished; or sections of country over which the operation of the Indian trade and intercourse laws has been retained by Indian treaty stipulations. Should any case arise which, in the opinion of the department commander, does not appear to be embraced within these definitions, he will report it to the Secretary of War, in order that the question whether the location is Indian country may be authoritatively determined.

473. When lands are secured to the Indians by treaty against occupation by the whites, the military commanders will keep intruders off the same by military force, if necessary, until such time as the Indian title is extinguished or the lands are opened by Congress for settlement.

474. When questions arise as to the ownership of animals in possession of Indians, the commanding officer of the nearest military post is authorized and directed to act in conjunction with the agent in charge of said Indians in the investigation and determination of ownership.

475. The introduction into the Indian country for the purpose of sale to, or exchange with, Indians of any breech-loading firearms and of any special ammunition adapted to them, and the sale and exchange to Indians in the Indian country of any such arms or ammunition is prohibited. The introduction into the country or district occupied by any tribe of hostile Indians, for the purpose of sale or exchange to them, of arms or ammunition of any description, and the sale or exchange thereof to or with such Indians is prohibited; and all such arms or ammunition introduced by traders or other persons, and which are liable in any manner to be received by such hostile Indians, shall be deemed contraband of war, to be seized by any officer and confiscated.

476. Supplies, stores, and property of any kind procured out of Army appropriations will not be transferred, in any way or under any circumstances, for the use of Indians except under authority first obtained from the Secretary of War. Any officer violating the terms of this regulation will be charged with the money value of the supplies, stores, or property transferred, and in addition be otherwise held accountable according to circumstances.

477. Indians held as prisoners of war are entitled to receive necessary subsistance, clothing, medicines, and medical attendance. There is no authority of law permitting such supplies and attendance to be furnished to Indians under the care and management of the Interior Department. All Indian prisoners will be reported on the post returns under the following form:

Name of tribe.	Number of men.	Number of women.	Number of children above 12 years of age.		Number of children 12 years of age and under.		Date of capture.	Gain.	Loss.	Total.	Total last return.	Remarks.
			Male.	Female.	Male.	Female.						

PURCHASES FROM INDIANS.

478. Purchases of cattle, hay, grain, fuel, or other produce or merchandise which Indians may have for sale and which may be required for the military service may, with the approval of the Secretary of War, be made from Indians in open market, at fair and reasonable prices, but not exceeding the market prices in the localities where such purchases are made.

INDIAN SCOUTS.

479. Indians employed as scouts under the provisions of section 1112, Revised Statutes, and section 1, act of Congress approved February 2, 1901 (31 Stat. L., 748), will be enlisted for periods of seven years and discharged when the necessity for their services shall cease. While in service they will receive the pay and allowances of cavalry soldiers and an additional allowance of 40 cents per day, provided they furnish their own horses and horse equipments; but such additional allowance will cease if they do not keep their horses and equipments in serviceable condition.

480. Department commanders are authorized to appoint the sergeants and corporals for the whole number of enlisted Indian scouts serving in their departments, but such appointments must not exceed the proportion of 1 first sergeant, 5 sergeants, and 4 corporals for 60 enlisted Indian scouts.

481. The number of Indian scouts allowed to military departments will be announced from time to time in orders from the War Department.

482. The enlistment and reenlistment of Indian scouts will be made under the direction of department commanders. The appointment or mustering of farriers or horseshoers on the rolls of Indian scouts is illegal.

483. In all cases of enlistment of Indians the full Indian name, and also the English interpretation of the same, will be inserted in the enlistment papers and in all subsequent returns and reports concerning them.

ARTICLE XLVII.

EMPLOYMENT OF TROOPS IN THE ENFORCEMENT OF THE LAWS.

484. It is unlawful to employ any part of the Army of the United States, as a posse comitatus or otherwise, for the purpose of executing the laws, except in such cases and under such circumstances as such employment of said force may be expressly authorized by the Constitution or by act of Congress; and any person wilfully violating this provision will be deemed guilty of a misdemeanor, and, on conviction thereof, will be punishable by a fine not exceeding $10,000 or imprisonment not exceeding two years, or by both such fine and imprisonment.

485. The provisions of the Constitution and of acts of Congress authorizing the employment of the military forces for the purpose of executing the laws, are as follows:

ARTICLE IV OF THE CONSTITUTION.

SEC. 4. The United States shall guarantee to every State in this Union a republican form of government, and shall protect each of them against invasion; and on application of the legislature, or of the executive (when the legislature can not be convened), against domestic violence.

REVISED STATUTES OF THE UNITED STATES.

CIVIL RIGHTS.

SEC. 1984. The commissioners authorized to be appointed by the preceding section [section 1983] are empowered, within their respective counties, to appoint, in writing,

under their hands, one or more suitable persons, from time to time, who shall execute all such warrants or other process as the commissioners may issue in the lawful performance of their duties, and the persons so appointed shall have authority to summon and call to their aid the bystanders or posse comitatus of the proper county, or such portion of the land or naval forces of the United States, or of the militia, as may be necessary to the performance of the duty with which they are charged; and such warrants shall run and be executed anywhere in the State or Territory within which they are issued.

SEC. 1989. It shall be lawful for the President of the United States, or such person as he may empower for that purpose, to employ such part of the land or naval forces of the United States, or of the militia, as may be necessary to aid in the execution of judicial process issued under any of the preceding provisions, or as shall be necessary to prevent the violation and enforce the due execution of the provisions of this title.

SEC. 1991. Every person in the military or civil service in the Territory of New Mexico shall aid in the enforcement of the preceding section [abolishing peonage.]

INDIANS.

SEC. 2118. Every person who makes a settlement on any lands belonging, secured, or granted by treaty with the United States to any Indian tribe, or surveys or attempts to survey such lands, or to designate any of the boundaries by marking trees, or otherwise, is liable to a penalty of one thousand dollars. The President may, moreover, take such measures and employ such military force as [he] may judge necessary to remove any such person from the lands.

SEC. 2147. The superintendent of Indian affairs, and the Indian agents and subagents shall have authority to remove from the Indian country all persons found therein contrary to law; and the President is authorized to direct the military force to be employed in such removal.

SEC. 2150. The military forces of the United States may be employed in such manner and under such regulations as the President may direct—

First. In the apprehension of every person who may be in the Indian country in violation of law; and in conveying him immediately from the Indian country, by the nearest convenient and safe route, to the civil authority of the Territory or judicial district in which such person shall be found, to be proceeded against in due course of law;

Second. In the examination and seizure of stores, packages, and boats, authorized by law:

Third. In preventing the introduction of persons and property into the Indian country contrary to law; which persons and property shall be proceeded against according to law;

Fourth. And also in destroying and breaking up any distillery for manufacturing ardent spirits set up or continued within the Indian country.

SEC. 2151. No person apprehended by military force under the preceding section shall be detained longer than five days after arrest and before removal. All officers and soldiers who may have any such person in custody shall treat him with all the humanity which the circumstances will permit.

SEC. 2152. The superintendents, agents, and subagents shall endeavor to procure the arrest and trial of all Indians accused of committing any crime, offense, or misdemeanor, and of all other persons who may have committed crimes or offenses within any State or Territory, and have fled into the Indian country, either by demanding the same of the chiefs of the proper tribe, or by such other means as the President may authorize. The President may direct the military force of the United States to be employed in the apprehension of such Indians, and also in preventing or terminating hostilities between any of the Indian tribes.

THE PUBLIC LANDS.

SEC. 2460. The President is authorized to employ so much of the land and naval forces of the United States as may be necessary effectually to prevent the felling, cutting down, or other destruction of the timber of the United States in Florida, and to prevent the transportation or carrying away any such timber as may be already felled or cut down; and to take such other and further measures as may be deemed advisable for the preservation of the timber of the United States in Florida.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That if any person or persons shall, after the passing of this act, take possession of, or make a settlement on any lands ceded or secured to the United States, by any treaty made with a foreign nation, or by a cession from any State to the United States, which lands shall not have been previously sold, ceded, or leased by the United States, or the claim to which lands, by such person or persons, shall not have been previously recognized and confirmed by the United States: or if any person or persons shall cause such lands to be thus occupied, taken possession of, or settled;

or shall survey, or attempt to survey, or cause to be surveyed, any such lands; or designate any boundaries thereon, by marking trees, or otherwise, until thereto duly authorized by law; such offender or offenders shall forfeit all his or their right, title, and claim, if any he hath, or they have, of whatsoever nature or kind the same shall or may be, to the lands aforesaid, which he or they shall have taken possession of, or settled, or caused to be occupied, taken possession of, or settled, or which he or they shall have surveyed, or attempt to survey, or cause to be surveyed, or the boundaries thereof he or they shall have designated, or cause to be designated, by marking trees or otherwise. And it shall moreover be lawful for the President of the United States to direct the marshal, or officer acting as marshal, in the manner hereinafter directed, and also to take such other measures and to employ such military force as he may judge necessary and proper, to remove from lands ceded, or secured to the United States, by treaty, or cession as aforesaid, any person or persons who shall hereafter take possession of the same, or make or attempt to make a settlement thereon, until thereunto authorized by law. And every right, title, or claim forfeited under this act, shall be taken and deemed to be vested in the United States, without any other or further proceedings: *Provided*, That nothing herein contained shall be construed to affect the right, title, or claim of any person to lands in the territories of Orleans or Louisiana, before the boards of commissioners established by the act, entitled "An act for ascertaining and adjusting the titles and claims to land within the territory of Orleans and the district of Louisiana," shall have made their reports and the decision of Congress been had thereon.

[Section 1 of an act approved March 3, 1807, perpetuated by section 5596, Revised Statutes.]

The Secretary of War, upon the request of the Secretary of the Interior, is hereafter authorized and directed to make the necessary detail of troops to prevent trespassers or intruders from entering the Sequoia National Park, the Yosemite National Park, and the General Grant National Park, respectively, in California, for the purpose of destroying the game or objects of curiosity therein, or for any other purpose prohibited by law or regulation for the government of said reservations, and to remove such persons from said parks if found therein. *Act of June 6, 1900 (31 Stat. L., 618).*

The President is hereby authorized to take such measures as shall be necessary to remove and destroy any unlawful inclosure of any of said [public] lands, and to employ civil or military force as may be necessary for that purpose. *Act of February 25, 1885 (23 Stat. L., 322).*

THE PUBLIC HEALTH.

SEC. 4792. The quarantines and other restraints established by the health laws of any State, respecting any vessels arriving in, or bound to, any port or district thereof, shall be duly observed by the officers of the customs revenue of the United States, by the masters and crews of the several revenue cutters, and by the military officers commanding in any fort or station upon the seacoast; and all such officers of the United States shall faithfully aid in the execution of such quarantines and health laws, according to their respective powers and within their respective precincts, and as they shall be directed, from time to time, by the Secretary of the Treasury. * * *

EXTRADITION.

SEC. 5275. Whenever any person is delivered by any foreign government to an agent of the United States, for the purpose of being brought within the United States and tried for any crime of which he is duly accused, the President shall have power to take all necessary measures for the transportation and safe-keeping of such accused person, and for his security against lawless violence, until the final conclusion of his trial for the crimes or offenses specified in the warrant of extradition, and until his final discharge from custody or imprisonment for or on account of such crimes or offenses, and for a reasonable time thereafter, and may employ such portion of the land or naval forces of the United States, or of the militia thereof, as may be necessary for the safe-keeping and protection of the accused.

OFFENSES AGAINST NEUTRALITY.

SEC. 13. Whoever, within the territory or jurisdiction of the United States, begins, or sets on foot, or provides or prepares the means for, any military expedition or enterprise, to be carried on from thence against the territory or dominions of any foreign prince or state, or of any colony, district, or people, with whom the United States are at peace, shall be fined not more than three thousand dollars, and imprisoned not more than three years. *Act of March 4, 1909 (35 Stat. L., 1090).*

SEC. 14. * * * In every case in which a vessel is fitted out and armed, or attempted to be fitted out and armed, or in which the force of any vessel of war, cruiser, or other armed vessel is increased or augmented, or in which any military expedition or enterprise

is begun or set on foot, contrary to the provisions and prohibitions of this chapter; and in every case of the capture of a vessel within the jurisdiction or protection of the United States as before defined; and in every case in which any process issuing out of any court of the United States is disobeyed or resisted by any person having the custody of any vessel of war, cruiser, or other armed vessel of any foreign prince or state, or of any colony, district, or people, or of any subjects or citizens of any foreign prince or state, or of any colony, district, or people, it shall be lawful for the President, or such other person as he shall have empowered for that purpose, to employ such part of the land or naval forces of the United States, or of the militia thereof, for the purpose of taking possession of and detaining any such vessel, with her prizes, if any, in order to enforce the execution of the prohibitions and penalties of this chapter, and the restoring of such prizes in the cases in which restoration shall be adjudged; and also for the purpose of preventing the carrying on of any such expedition or enterprise from the territory or jurisdiction of the United States against the territory or dominion of any foreign prince or state, or of any colony, district, or people with whom the United States are at peace. *Act of March 4, 1909 (35 Stat. L., 1090, 1091).*

SEC. 15. It shall be lawful for the President, or such person as he shall empower for that purpose, to employ such part of the land or naval forces of the United States, or of the militia thereof, as shall be necessary to compel any foreign vessel to depart the United States in all cases in which, by the laws of nations or the treaties of the United States, she ought not to remain within the United States. *Act of March 4, 1909 (35 Stat. L., 1091).*

INSURRECTION.

SEC. 5297. In case of an insurrection in any State against the government thereof, it shall be lawful for the President, on application of the legislature of such State, or of the executive, when the legislature can not be convened, to call forth such number of the militia of any other State or States, which may be applied for, as he deems sufficient to suppress such insurrection; or, on like application, to employ, for the same purposes, such part of the land or naval forces of the United States as he deems necessary.

SEC. 5298. Whenever, by reason of unlawful obstructions, combinations, or assemblages of persons, or rebellion against the authority of the Government of the United States, it shall become impracticable, in the judgment of the President, to enforce, by the ordinary course of judicial proceedings, the laws of the United States within any State or Territory, it shall be lawful for the President to call forth the militia of any or all the States, and to employ such parts of the land and naval forces of the United States as he may deem necessary to enforce the faithful execution of the laws of the United States, or to suppress such rebellion, in whatever State or Territory thereof the laws of the United States may be forcibly opposed, or the execution thereof forcibly obstructed.

SEC. 5299. Whenever insurrection, domestic violence, unlawful combinations, or conspiracies in any State so obstructs or hinders the execution of the laws thereof, and of the United States, as to deprive any portion or class of the people of such State of any of the rights, privileges, or immunities, or protection named in the Constitution and secured by the laws for the protection of such rights, privileges, or immunities, and the constituted authorities of such State are unable to protect, or, from any cause, fail in or refuse protection of the people in such rights, such facts shall be deemed a denial by such State of the equal protection of the laws to which they are entitled under the Constitution of the United States; and in all such cases, or whenever any such insurrection, violence, unlawful combination, or conspiracy, opposes or obstructs the laws of the United States, or the due execution thereof, or impedes or obstructs the due course of justice under the same, it shall be lawful for the President, and it shall be his duty, to take such measures, by the employment of the militia or the land and naval forces of the United States, or of either, or by other means, as he may deem necessary, for the suppression of such insurrection, domestic violence, or combinations.

Among the laws to be enforced under sections 5298 and 5299 are the following:

(1) Section 201, act of March 4, 1909 (35 Stat. L., 1127), which prohibits the obstructing or retarding the passage of the mail, and all other laws relating to the carrying of the mails.

(2) The following sections of an act approved July 2, 1890, entitled:

AN ACT to protect trade and commerce against unlawful restraints and monopolies.

SEC. 1. Every contract, combination in the form of trust or otherwise, or conspiracy, in restraint of trade or commerce among the several States, or with foreign nations, is hereby declared to be illegal. Every person who shall make any such contract or engage in any such combination or conspiracy shall be deemed guilty of a misdemeanor and, on

conviction thereof, shall be punished by fine not exceeding five thousand dollars or by imprisonment not exceeding one year, or by both said punishments, in the discretion of the court.

SEC. 3. Every contract, combination in form of trust or otherwise, or conspiracy, in restraint of trade or commerce in any Territory of the United States or of the District of Columbia, or in restraint of trade or commerce between any such Territory and another, or between any such Territory or Territories and any State or States or the District of Columbia, or with foreign nations, or between the District of Columbia and any State or States or foreign nations, is hereby declared illegal. Every person who shall make any such contract or engage in any such combination or conspiracy shall be deemed guilty of a misdemeanor and, on conviction thereof, shall be punished by fine not exceeding five thousand dollars or by imprisonment not exceeding one year, or by both said punishments, in the discretion of the court.

(3) The following section of an act approved July 2, 1864, entitled:

AN ACT granting lands to aid in the construction of a railroad and telegraph line from Lake Superior to Puget Sound, on the Pacific coast, by the northern route.

SEC. 11. *And be it further enacted,* That said Northern Pacific Railroad, or any part thereof, shall be a post route and a military road, subject to the use of the United States, for postal, military, naval, and all other Government service, and also subject to such regulations as Congress may impose restricting the charges for such Government transportation.

(4) The following section of an act approved July 1, 1862, entitled:

AN ACT to aid in the construction of a railroad and telegraph line from the Missouri River to the Pacific Ocean, and to secure to the Government the use of the same for postal, military, and other purposes.

[The Union and Central Pacific Railway Companies.]

SEC. 6. *And be it further enacted,* That the grants aforesaid are made upon condition that said company shall pay said bonds at maturity, and shall keep said railroad and telegraph line in repair and use, and shall at all times transmit despatches over said telegraph line, and transport mails, troops, and munitions of war, supplies, and public stores upon said railroad for the Government, whenever required to do so by any department thereof, and that the Government shall at all times have the preference in the use of the same for all the purposes aforesaid. * * *

(5) The following sections of an act approved July 27, 1866, entitled:

AN ACT granting lands to aid in the construction of a railroad and telegraph line from the States of Missouri and Arkansas to the Pacific coast.

SEC. 11. *And be it further enacted,* That said Atlantic and Pacific Railroad, or any part thereof, shall be a post route and military road, subject to the use of the United States for postal, military, naval, and all other Government service, and also subject to such regulations as Congress may impose restricting the charges for such Government transportation.

SEC. 18. *Be it further enacted,* That the Southern Pacific Railroad, a company incorporated under the laws of the State of California, is hereby authorized to connect with the said Atlantic and Pacific Railroad, formed under this act, at such point, near the boundary line of the State of California, as they shall deem most suitable for a railroad line to San Francisco, and shall have a uniform gauge and rate of freight or fare with said road; and in consideration thereof, to aid in its construction, shall have similar grants of land, subject to all the conditions and limitations herein provided, and shall be required to construct its road on the like regulations, as to time and manner, with the Atlantic and Pacific Railroad herein provided for.

SEC. 5316. It shall be unlawful to take any vessel or cargo detained under the preceding section [section 5315] from the custody of the proper officers of the customs, unless by process of some court of the United States; and in case of any attempt otherwise to take such vessel or cargo by any force, or combination, or assemblage of persons, too great to be overcome by the officers of the customs, the President, or such person as he shall have empowered for that purpose, may employ such part of the Army or Navy or militia of the United States, or such force of citizen volunteers as may be necessary, to prevent the removal of such vessel or cargo, and to protect the officers of the customs in retaining the custody thereof.

GUANO ISLANDS.

SEC. 5577. The President is authorized, at his discretion, to employ the land and naval forces of the United States to protect the rights of the discoverer [of a guano island] or of his widow, heir, executor, administrator, or assigns.

HAWAII.

SEC. 67. That the governor shall be responsible for the faithful execution of the laws of the United States and of the Territory of Hawaii within the said Territory, and whenever it becomes necessary he may call upon the commanders of the military and naval forces of the United States in the Territory of Hawaii, or summon the posse comitatus, or call out the militia of the Territory to prevent or suppress lawless violence, invasion, insurrection, or rebellion in said Territory, and he may, in case of rebellion or invasion, or imminent danger thereof, when the public safety requires it, suspend the privilege of the writ of habeas corpus, or place the Territory, or any part thereof, under martial law until communication can be had with the President and his decision thereon made known. *Act of April 30, 1900 (31 Stat. L., 153).*

ALASKA.

SEC. 29. An act entitled "An act to define and punish crimes in the District of Alaska, and to provide a code of criminal procedure for the District," approved March third, eighteen hundred and ninety-nine, be, and is, amended, by adding to section three hundred and sixty-three thereof the following: "*Provided,* [That] section fifteen of an act entitled 'An act making appropriations for the support of the Army for the fiscal year ending June thirtieth, eighteen hundred and seventy-nine, and for other purposes,' approved June eighteenth, eighteen hundred and seventy-eight, shall not be construed to apply to the District of Alaska." *Act of June 6, 1900 (31 Stat. L., 330).*

Section 15 of the act of June 18, 1878 (20 Stat. L., 152), above referred to, reads as follows:

From and after the passage of this act it shall not be lawful to employ any part of the Army of the United States, as a posse comitatus, or otherwise, for the purpose of executing the laws, except in such cases and under such circumstances as such employment of said force may be expressly authorized by the Constitution or by act of Congress; and no money appropriated by this act shall be used to pay any of the expenses incurred in the employment of any troops in violation of this section.

486. Officers of the Army will not permit troops under their command to be used to aid the civil authorities as a posse comitatus, or in execution of the laws, except as provided in the foregoing paragraph.

487. If time will admit, applications for the use of troops for such purposes must be forwarded, with statements of all material facts, for the consideration and action of the President; but in case of sudden and unexpected invasion, insurrection, or riot, endangering the public property of the United States, or in case of attempted or threatened robbery or interruption of the United States mails, or other equivalent emergency so imminent as to render it dangerous to await instructions requested through the speediest means of communication, an officer of the Army may take such action before the receipt of instructions as the circumstances of the case and the law under which he is acting may justify, and will promptly report his action and the circumstances requiring it to The Adjutant General of the Army, by telegraph, if possible, for the information of the President.

488. In the enforcement of the laws troops are employed as a part of the military power of the United States and act under the orders of the President as Commander in Chief. They can not be directed to act under the orders of any civil officer. The commanding officers of troops so employed are directly responsible to their military superiors. Any unlawful or unauthorized act on their part would not be excusable on the ground of an order or request received by them from a marshal or any other civil officer.

489. Troops called into action against a mob forcibly resisting or obstructing the execution of the laws of the United States or attempting to destroy property belonging to or under the protection of the United States are governed by the general regulations of the Army and apply military tactics in respect to the manner in which they shall act to accomplish the desired end. It is purely a tactical question in what manner they shall use the weapons with which they are armed—whether by fire of musketry and artillery or by the use of the bayonet and saber, or by both, and at what stage of the operations each or either mode of attack shall be employed. This tactical question will be decided by the immediate commander of the troops, according to his judgment of the situation. The fire of troops should be withheld until timely warning has been given to the innocent who may be mingled with the mob. Troops must never fire into a crowd unless ordered by their commanding officer, except that single selected sharpshooters may shoot down individual rioters who have fired upon or thrown missiles at the troops. As a general rule the bayonet alone should be used against mixed crowds in the first stages of a revolt. But as soon as sufficient warning has been given to enable the innocent to separate themselves from the guilty, the action of the troops should be governed solely by the tactical considerations involved in the duty they are ordered to perform. They should make their blows so effective as to promptly suppress all resistance to lawful authority, and should stop the destruction of life the moment lawless resistance has ceased. Punishment belongs, not to the troops, but to the courts of justice.

ARTICLE XLVIII.

CEMETERIES.

NATIONAL CEMETERIES.

490. National cemeteries, and the records pertaining thereto, are under the charge of the Quartermaster General. All correspondence between his office and the officers of his department in charge thereof, and the civil engineers and agents especially employed in connection therewith will be direct, and the monthly reports of superintendents will be forwarded directly to him. (*C. A. R. No. 10.*)

BATTLE-GROUND CEMETERIES.

491. In order to secure, as far as possible, the decent interment of those who fall in battle and to establish beyond doubt their identity should it become desirable subsequently to disinter the remains for removal to a national or post cemetery, or for shipment home, it is the duty of commanding generals to set apart a suitable spot near every battlefield, and to cause the remains of the killed to be interred therein and, when practicable, to cause to be placed in the coffin or grave a glass bottle, corked and sealed, containing a slip of paper on which shall be written the name of the decedent, giving the cause and date of death and burial, and in the case of an officer or enlisted man, his rank, company, regiment, or corps, and bearing the signature of the surgeon or officer in charge of the interment. It is the duty of the commanding officer to cause to be made a sketch as accurate as the means at hand will permit of the burying places of those falling in battle.

492. Where conditions make it possible, the company commander will be held responsible that every grave of the men of his company who die or are killed on the field is carefully marked with a headboard, or with such other marker as may be authorized for use on the field or in the insular possessions,

giving the name, rank, and organization of the decedent. He will report, through the proper military channels, the date and cause of death, which reports will include a sketch showing the location of the grave, and how marked, in such manner as will enable the same to be readily found by a disinterring corps. When a soldier or civilian employee dies in hospital, the surgeon will be held responsible for similar action and report.

POST CEMETERIES.

493. The commanding officer of every post situated on public lands of the United States will see that a suitable portion of such land is, when practicable, set apart and properly maintained for the burial of deceased officers and soldiers and their families, and of Government employees.

494. Post cemeteries will be suitably inclosed with a wall or fence of the best material available, and will be maintained by the labor of the garrison. Materials for the construction and repair of fences and headboards will be furnished by the Quartermaster Corps.

495. At each grave will be placed a headboard, plainly marked with a number and with the name, company, regiment, and date of death of the decedent, the number to correspond to the number in the record of interments. Headboards will be of well-seasoned wood, painted with three coats of white paint, 4 feet long, 10 inches wide, 1⅜ inches thick, and stand 2 feet out of the ground; the inscriptions in black letters 1 inch long.

496. Walks will be 4 feet wide, neatly rounded, and properly drained and graveled when the material is at hand. When practicable, good grass sod should cover the rest of the ground, including the graves, and native trees and shrubs will be preserved or planted for ornament and shade.

497. A record of interments will be kept by the quartermaster, which will be turned over by him, when relieved, to his successor, or transmitted to the Quartermaster General if the post be discontinued. (*C. A. R., No. 10.*)

498. A report containing the names of persons buried during the calendar year, giving in each case number and locality of grave, date of death and burial, and in case of an officer or enlisted man, his rank, company, and regiment or corps, will be forwarded to the Quartermaster General. (*C. A. R., No. 10.*)

ARTICLE XLIX.

ADVERTISING AND PRINTING.

NEWSPAPER ADVERTISING.

No advertisement, notice, or proposal for any executive department of the Government, or for any bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such department; and no bill for any such advertising, or publication, shall be paid, unless there be presented, with such bill, a copy of such written authority. (*Sec. 3828, Revised Statutes.*)

499. No official advertisement will be published in any newspaper except under prior written authority, special or general, from the Secretary of War. Special authority authorizes the publication of a given advertisement a specified number of times in a designated newspaper or newspapers. General authority authorizes the publication, during a fiscal year, in designated newspapers, of such advertisements for proposals as may be required by the duties of officers engaged in making frequent purchases or contracts. All authorities to advertise will be granted to the office, not to the officer. In making application for au-

thority to advertise, officers will specify the newspapers in which it is deemed advantageous to advertise. Due economy both as to the number of newspapers and as to the number of insertions will be observed by all officers, whether advertising under special or general authority, no greater number being used in any case than may be necessary to give proper and sufficient public notice.

500. Requests for authority to advertise will be made upon the prescribed blank forms, except that in case of great emergency, the nature of which will be stated, authority to advertise may be requested by telegraph.

501. When necessary to readvertise, owing to rejection of proposals received in accordance with a special authority to advertise, the approval of the Secretary of War must be obtained, as in the first instance; the approval of the original authority to advertise does not confer authority to readvertise.

502. Ordinarily advertisements will be given six insertions in daily, or four in weekly, papers. When more than 10 days are to intervene between the date of the first publication and the date of opening, those in daily newspapers inviting proposals will at once be given four consecutive insertions, and immediately before the date of opening two consecutive insertions. In case of emergency, advertisements may be given one or more insertions, as time and circumstances permit.

503. Advertisements in newspapers announcing sales of property or inviting proposals for furnishing labor or supplies will, as a rule, allow 30 days to intervene between date of first publication and date of sale or opening of bids. If necessity require, a shorter period may be allowed, but no period of less than 10 days will be designated except in case of emergency. The officer who is accountable for property which is to be advertised for sale, or who is authorized to invite proposals for furnishing labor or supplies, is the one upon whom devolves the duty of determining whether an emergency exists warranting the designation of a period less than 10 days for the publication of the advertisement. No officer will authorize the publication of an advertisement beyond the morning of the day on which the sale or opening of bids is to occur, and no payments will be made for continuing such publication beyond the period authorized.

504. Officers will observe conciseness in wording advertisements, and the matter, including the heading, must be set up close in one paragraph, without dash or blank lines, leading or display, and in type no larger than that ordinarily used in advertisements. Dates should be omitted from the headings. It is not necessary to publish the conditions usually imposed upon bidders and contractors; a statement that they will be furnished on application will suffice. Names or titles of signing officers should not appear in advertisements. The following is a sample of advertisement set up in accordance with these requirements:

> PROPOSALS FOR FIRE HOSE.—Office of Depot Quartermaster, Washington, D. C.—Sealed proposals will be received here until 11 a. m., Dec. 28, 1914, and then opened, for furnishing 700 feet cotton-covered rubber-lined fire hose, 2-inch, in 50-foot sections, with couplings. Further information on application.

Any unnecessary expense to the Government resulting from failure to observe the requirements of this paragraph may be made a charge against the pay of the officer responsible therefor.

Advertisements for quartermaster's supplies will conform to the requirements of section 3716, Revised Statutes. (*C. A. R., No. 24.*)

505. Newspapers officially designated for publishing War Department and Army advertisements are required to forward to the Assistant and Chief Clerk of the War Department sworn statements of the commercial rates charged by them to individuals, with their usual discounts, and of any changes made in the

same, except that in cases originating in the jurisdiction of a department commander such sworn statements will be forwarded to the department commander concerned. These statements will give the size of type used in the advertisements and show whether the charges are made by the inch, line, square, or folio, the rate for the first and subsequent insertions, and if by the square or folio, the number of lines or words constituting a square or folio. Fractional parts of an inch, square, or folio will be paid for at proportionate rates. Line rates are preferred, as they offer fewer opportunities for mistakes and misunderstandings in the settlement of bills.

506. Vouchers covering bills for advertising in newspapers must, prior to payment, be submitted to the Assistant and Chief Clerk of the War Department, except that in cases originating in the jurisdiction of a department commander they will be submitted to the department commander for his approval before payment. They will be prepared upon the prescribed forms and forwarded in accordance with the instructions printed thereon.

507. Accounts presented to officers for advertisements which they did not order, but which are shown to have been ordered by the Secretary of War to be published in the newspaper presenting the accounts for payment, will be prepared upon the official forms and transmitted to the Assistant and Chief Clerk of the War Department in the same manner as other accounts for advertising, except that in cases originating in the jurisdiction of a department commander such accounts will be forwarded to the department commander concerned. The following form of certificate will be used in such cases:

I certify that the annexed advertisement was cut from the newspaper named in the above account, and that it was inserted in that newspaper for the period stated.

Claims of publishers of official newspapers for advertisements copied from other papers without authority from the Secretary of War will not be paid.

508. In the event of an officer's death or removal, the outstanding bills for advertisements pertaining to his office will be prepared, certified, and forwarded by his successor, who is authorized to vary the form to correspond to the facts. Officers changing stations will leave with their successors complete records relative to unsettled accounts for advertising.

509. The heads of bureaus of the War Department and department commanders will furnish officers charged with the publication of advertisements the necessary blanks for compliance with these regulations.

JOB PRINTING.

510. The printing required at the several department, brigade, and district headquarters will be executed under contract, 30 days' notice, when practicable, being given of the opening of proposals. Bids will be invited and contracts made in accordance with the form of proposal and circular of instructions furnished by the Quartermaster General. The period of the contract will not extend beyond the end of the fiscal year in which made, and the contract will be submitted to the department commander concerned for the scrutiny required by paragraph 751. (*C. A. R., Nos. 10 and 41.*)

511. Vouchers covering bills for printing for department, brigade, and district headquarters and for printing done in foreign countries near the Philippine Islands will, prior to payment, be submitted for approval to the department commander concerned. They will be made out on the prescribed forms and forwarded in accordance with instructions printed thereon.

512. Printed letter and note heads for department, brigade, and district headquarters will contain the designation of the headquarters; the office to which the correspondence pertains; post-office address; blank date; on left mar-

gin the words "From," "To," and "Subject"; margin marks; and in the upper left corner a brief request for reference to the file number in making reply. Those for posts, regiments, and schools of instruction will contain the designation of the post, regiment, or school; post-office address; blank date; on left margin the words "From," "To," and "Subject"; margin marks; and in the upper left corner a brief request for reference to the file number in making reply. Names of officers or other persons, telephone numbers, or any other printing except such as described above, will not be printed on letter or note heads for use in any branch of the military service without prior authority therefor in writing from the Secretary of War.

513. Necessary printing not covered by contracts will, as far as practicable, be secured after competition, or under written proposal and acceptance, awards being made to the lowest responsible bidders. All vouchers covering the service will, prior to payment, be submitted to the Assistant and Chief Clerk of the War Department, except that in cases originating in the jurisdiction of a department commander they will be forwarded to the department commander concerned for approval, accompanied by the original proposal and acceptance. (*C. A. R., No. 41.*)

514. Officers, as a rule, will obtain all blank forms, blank books, etc., by requisition upon the heads of the proper staff departments. Department commanders will furnish to officers in their jurisdiction, charged with the securing of job printing, the necessary blanks for compliance with these regulations.

ARTICLE L.

PURCHASE OF SUPPLIES AND ENGAGEMENT OF SERVICES.

GENERAL PROVISIONS.

515. No contract or purchase on behalf of the United States will be made unless it is authorized by law, or is made under an appropriation adequate to its fulfilment, except for clothing, subsistence, forage, fuel, quarters, transportation, or medical and hospital supplies, which, however, will not exceed the necessities of the current year. No officer of the United States will accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in case of sudden emergency involving loss of human life or the destruction of property.

516. The labor of troops or Government employees, or Government means of transportation, will not be used to enable contractors to fulfill contracts, except in cases of manifest necessity, and then only on the written authority of the proper commander. Full deduction will be made for Government services when rendered.

517. Articles of foreign production or manufacture for the service of the United States will not be purchased abroad for importation without special authority from the Secretary of War.

518. Articles of domestic production or manufacture will be preferred to those of foreign origin, cost and quality being equal.

519. Supplies and services not personal, required for the use of the Army, will be procured where they can be purchased the cheapest, quality and cost of transportation and the interests of the Government considered. Except as indicated in paragraph 551 and in the special regulations of the several staff departments, they will be procured only after public notice inviting proposals for the same.

Whoever works personally as a servant of the Government renders personal service under the meaning of section 3709 of the Revised Statutes. Personal services may be either skilled or unskilled; may be rendered pursuant to informal agreement or contract, by individuals or firms, or their agents; but all consideration of material is excluded.

520. An officer charged with the duty of making a contract or purchase is responsible under the laws and regulations for his action. Permission or orders to make a contract or purchase without inviting competition will not justify the procedure, and will not be given.

521. Officers or agents in the military service will not purchase supplies for the Government from any other person who sustains, at the time, an active relation to military or civil administration under the War Department, nor contract with any such person to furnish supplies or service to the Government, except military publications and maps approved by the War Department for the official use of the Army and the National Guard, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit. (*C. A. R., No. 51.*)

ADVERTISING FOR PROPOSALS.

522. In cases of large purchases a period of 30 or more days should intervene between date of first publication and of opening proposals. In small purchases from 7 to 30 days should intervene, and when the public exigency (constituting an emergency) does not permit 7 days to intervene, the period should be for as many days as the circumstances will permit. The existence of such emergency is to be determined by the officer upon whom the duty of making the purchase devolves. Advertising for proposals by newspapers, in accordance with Article XLIX, will be adopted when time permits, and the quantity or value of the purchase, or character of the services, in the opinion of the purchasing officer, will justify the expense. In such cases paragraph 503 governs as to the number of days to intervene between the first publication and the date of opening proposals. When notice of less than 30 days is given, advertising by circulars (sent to principal dealers in the localities where the supplies or services are desired, and posted in public places) is permissible. A purchasing officer may advertise by newspapers and circulars at the same time.

523. When advertisements or specifications thereunder do not announce fixed standards for articles required, they should be so worded as to permit bids to be considered item by item and awards to be made for the most suitable articles of each kind offered.

524. Whenever it is intended to require that guaranties or certified checks shall accompany proposals, that fact, the amount in which the guarantors are to justify, or, if certified checks are substituted for the guaranties, the amount required and the periods to be allowed after the award for the execution of contract papers and bonds will be stated in the advertisement or specifications.

525. Advertisements inviting proposals will ordinarily be issued by the officer who is to make the contract or purchase; in special cases, if competent authority so direct, they may be issued by any other officer.

526. A copy of each advertisement and specification will be promptly forwarded by the officer issuing it directly to the proper bureau of the War Department, together with all information required for a complete understanding of the necessity for the proposed contract or purchase, and in case of notice by circular there will be indorsed on it the names of persons to whom sent, and if issued for a period of less than seven days the reason why a longer period was

not allowed will be stated. The forwarding of these notices at time of issuing may be dispensed with at the discretion of the chief of bureau to which the proposed contract or purchase pertains.

PROPOSALS.

527. Information in regard to supplies or services for which proposals have been invited will be furnished, on application, to all persons desiring it, but no person who sustains, at the time, an active relation to military or civil administration under the War Department will render assistance in the preparation of proposals. (*C. A. R., No. 51*).

528. Bidders for supplies will be informed of the kind, quantity, and quality of articles required, the place, time, and rate of delivery, and conditions of payment. They will be furnished with such specifications as have been adopted, and will be permitted to examine the standard samples at the places where deposited.

529. Bidders for labor will be informed of the nature and extent of the services required, where they are to be performed, and the time allowed for performance. They will be furnished with or allowed to examine plans and specifications of all works upon which they desire to bid, and in general will be furnished with any information needed to enable them to act understandingly.

530. No person will be informed, directly or indirectly, of the name of anyone intending to bid or not to bid, or to whom information in respect to proposals has been given.

531. Proposals should be prepared in duplicate, or in triplicate if required, in strict accordance with the requirements of the advertisement or specifications. They should make specific reference to the advertisement and to any plans or specifications which may have been furnished. Each proposal should give the place of residence and post-office address of the bidder, with county, State, or Territory, and should be signed by the bidder with his usual signature in full.

532. A proposal by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, is the proposal of the individual. Proposals by a corporation should be signed with the name of the corporation, followed by the signature of the president, secretary, or other person authorized to bind it in the matter, who should file evidence of his authority to do so. Proposals by a firm should be signed with the firm name by one of the members of the firm. If the signature to a proposal is that of an officer, attorney, or agent of the corporation, or of an attorney or agent of a firm or individual, and his authority to act on behalf of his principal is not a matter of general notoriety in the locality where the proposals are opened, the officer who opens such proposals should, before considering the same, satisfy himself that the signer is vested with sufficient authority to represent his principal in the transaction.

533. In proposals numbers and prices will be written in words as well as expressed in figures; but when a great variety of articles, such as stationery, hardware, etc., is required, quantities and prices may, if the amounts involved are inconsiderable and the forms of proposals so indicate, be expressed in figures only. It will be sufficient if specifications are referred to and are declared to form part of the proposal.

534. Erasures or interlineations should be explained by the bidder, in the proposal, over his signature.

535. Guaranties, signed by two responsible parties, or by a qualified surety company, will be required to accompany proposals whenever, in the opinion of

the officer authorized to make the contract, they are necessary to protect the public interest, and when so required, no proposal unaccompanied by a guaranty, made in manner and form as directed in the advertisement or specifications, will be considered. At the option of bidders certified checks for the amount of the guaranty required may be received in place of the written guaranty. These checks will be kept in a secure place, and will be returned to bidders by the purchasing officer when no longer required to protect the interests of the Government.

536. The guaranty will be in duplicate, or in triplicate if required, and will be made out and executed with the necessary justification, in accordance with blank forms furnished by chiefs of bureaus. The certificate of sufficiency of guarantors will be executed in the manner prescribed in paragraph 578.

537. Proposals, with their guaranties, will be securely sealed in suitable envelopes indorsed and addressed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening. No responsibility will attach to an officer for the premature opening of any proposal not so indorsed as to clearly show its character.

538. When an advertisement calls for proposals to furnish labor or supplies at more than one place, a separate proposal will be made for performance at each place, but all may be submitted in the same envelope.

539. Proposals received prior to the time of opening will be securely kept. The officer whose duty it is to open them will decide when that time has arrived. No proposal received thereafter will be considered, except that when a proposal arrives by mail after the time fixed for the opening, but before the award is made, and it is clearly shown that the nonarrival on time was due solely to delay in the mails for which the bidder was not responsible, such proposal will be received and considered.

540. Before the time for opening any bidder may, without prejudice, withdraw from competition by giving written notice of his decision to the officer holding his bid, and when his bid is reached at the opening it will be returned to him or his authorized agent unread.

541. Proposals will be opened and read aloud at the time and place appointed for the opening (bidders having the right to be present), and each proposal will then and there be numbered and entered on an abstract, the articles being entered, after the reading of all proposals, and with the least practicable delay, in the order in which they are to appear on the returns. Articles to be procured by contract will be abstracted separately from those to be procured on written acceptance. If the number of proposals is large, those relating to specific articles or classes of articles may be entered on separate abstracts. The number of each proposal, with the quantities and prices of articles offered and dates of delivery, will appear in the proper columns, and a copy of the advertisement or notice under which the proposals are received, with a copy of the specifications, if any, will be attached to the upper left-hand corner of the abstract. When two or more sheets are used for the abstract, they will be properly fastened together and paged on the upper right-hand corner.

542. Proposals will be separately numbered as vouchers to the abstract. They will not be fastened together nor to contracts, except to the copy required to be sent to the Returns Office of the Department of the Interior. (*C. A. R., No. 41.*)

543. When proposals are received at a post, unless by an officer authorized to make the award, as in cases involving small expenditures, they and the abstract will be forwarded to department headquarters, with the recommendations of the receiving officer and the post commander as to the person to whom the award should be made. When a purchasing officer, acting under the direct

supervision of a chief of bureau, has invited and received proposals, he will make the award and execute the necessary papers, unless otherwise directed by the chief of bureau.

AWARD.

544. When proposals for supplies for the general service of a department are received at its headquarters, the chief officer of that branch of the staff to which they pertain will submit them to the department commander, and, under his supervision, will make the award and execute the necessary papers, unless under existing orders the action of higher authority is necessary.

545. Except in rare cases, when the United States elects to exercise the right to reject proposals, awards will be made to the lowest responsible bidder, provided that his bid is reasonable and that it is in the interest of the Government to accept it.

546. Slight failures on the part of a bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid, but the interests of the Government will be fully considered in making the award.

547. When no guaranty is required, bidders must, if called upon by the awarding officer, furnish satisfactory evidence, before the award is made, of their ability to carry their proposals into effect.

548. The accepted quantity and price will be noted on the abstract of proposals in the column of "Remarks," opposite the name of the bidder. If a bid is rejected and one at a higher price accepted, the reason for the rejection will be written in the column of remarks. When contracts are made, the fact will be stated in the abstract.

ABSTRACTS OF PROPOSALS.

549. Abstracts and duplicate numbers of proposals will be forwarded to the proper bureaus of the War Department when specially directed by the heads of such bureaus or required by the regulations thereof.

FORMS OF AGREEMENT.

550. A purchase of supplies or engagement of services may be made:

1. By contract, "reduced to writing and signed by the contracting parties with their names at the end thereof." Agreements of this character only are termed "contracts" in these regulations. This method will, subject to such exceptions as may be authorized by regulations of particular staff departments issued in accordance with law, be used when delivery or performance does not immediately follow an award or bargain, as contemplated by section 2 of this paragraph or by section 1 of paragraph 551.

2. By written proposal and written acceptance, when authorized by the regulations of particular staff departments issued in accordance with law, or when the entire amount of supplies or services reasonably to be anticipated does not exceed $500 and delivery or performance immediately follows an award or bargain.

3. By less formal agreement, when no formal contract is required under the foregoing exceptions, and the supplies or services have been procured without advertising under circumstances indicated in paragraph 551. (*C. A. R., Nos. 30, 41, and 46.*)

551. An open-market purchase of supplies or engagement of services is one made without advertising, and is authorized in the following cases:

1. In an emergency, as when the public exigencies require immediate delivery or performance and there is no time to advertise by newspapers, posters, or circulars.
2. When it is impracticable to secure competition.
3. When proposals have been invited and none have been received.
4. When proposals are above the market price or otherwise unreasonable.
5. When exceptional articles of subsistence stores are purchased.
6. When the aggregate amount of supplies or services to be procured does not exceed $500, as authorized by the act of Congress approved June 12, 1906. (*C. A. R., No. 30.*)

552. Before making a purchase in open market the officer will inform himself concerning prevailing prices by inquiry among principal dealers in his locality.

553. Open-market purchases for the military service on or near an Indian reservation will be made as far as practicable from the Indians, under the conditions set forth in paragraph 478, when fair and reasonable rates, not exceeding the market prices in the locality, can be obtained.

554. Every open-market procurement of supplies or services not personal, from appropriations other than those for rivers and harbors and fortifications under the Engineer Department, exceeding $100 in amount will be reported on the prescribed blank form, in accordance with instructions thereon, to the proper chief of bureau, who will submit such reports to the Secretary of War.

CONTRACTS.

555. Contracts will be made on forms furnished by the chiefs of bureaus, in cases where such forms are applicable, and those forms will be modified only to such extent as is necessary. When modifications are made they must be fully explained over the signatures of the contracting parties. All conditions of the contract will be stated therein as fully and clearly as possible.

556. Contracts will be made in the name of, and will be signed by, the officer designated by the chief of bureau to which the contracts pertain. They will not be made at posts unless ordered by superior authority, and they will not be so ordered unless the stores or services required, of proper quality or kind, can be procured as cheaply there as elsewhere.

557. Contracts may be made by quartermasters serving under the jurisdiction of department commanders for supplies and services other than personal, where the same have been designated by proper authority to be secured under such contracts. The contracts will be made under the direction and supervision of the department commander, who will scrutinize them carefully as required by paragraph 751, but will not be made subject to formal approval. The authority to make such contracts is subject to the proviso that the apportionments and allotments made for these supplies and services will not be exceeded. (*C. A. R., Nos. 21 and 41.*)

558. Purchasing officers of the several staff corps and departments, who are under the direct supervision of the chiefs of their respective bureaus, are authorized to make contracts for the purchase of supplies and for the engagement of services other than personal, without the approval of the chief of bureau, except in such specific cases as may be designated by the chief of bureau to be made subject to his approval, when such purchase of supplies or engagement of services is properly authorized. (*C. A. R., No. 21.*)

559. When a contract is entered into with a partnership, the individual names of the partners should be given in the body of the instrument, with the recitation that they are partners composing a firm, which should be named. The contract may be signed in the name of the partnership by one of the partners, who will append his own signature as one of the firm.

A contract with a partnership doing business in the Philippine Islands through a local representative or agent may be executed in the name of the firm by such local representative or agent, in which case the contracting officer will file with the contract a properly certified copy of the power of attorney showing the authority of such representative or agent, or will certify on the contract that he has satisfied himself of the signer's authority to bind the firm and has waived the requirement as to furnishing evidence of such authority.

560. A contract of a corporation should have the name of the corporation written in the body of the instrument, as one of the parties thereto, and should be signed by the officer or person who has been authorized to contract in its behalf, who should sign the corporate name and his own. The contracting officer, will, in all cases, satisfy himself that the signer has authority to bind the corporation, and will either require from him satisfactory evidence thereof, and file the same with the contract, or will certify on the contract that he has satisfied himself of the signer's authority and has waived this requirement. If evidence be filed with the contract, it should consist of extracts from the articles of incorporation, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records under the corporate seal (if there be one), showing the signer to be properly vested with authority to bind the corporation.

561. All contracts will be executed in triplicate. One number is for the Auditor for the War Department, one for the head of the bureau to which the contract pertains, and one for the contractor. Two copies will be made, one for the contracting officer, and the other for the Returns Office of the Department of the Interior.

562. The three numbers of the contract will be forwarded to the head of the proper bureau for examination and for approval, if such approval is required. Should any illegality be discovered, it will be submitted to the Secretary of War.

563. The copy of the contract for the Returns Office of the Department of the Interior will be transmitted directly thereto by the officer who signs the contract, as soon as possible after the contract has been made and approved, and within 30 days after approval, together with one original of all bids, offers, and proposals made by persons to obtain the contract, and by a copy of the advertisement; all of which will be fastened together with a ribbon and seal, and numbered in regular order, with the affidavit of the contracting officer appended in the following form:

I do solemnly swear that the copy of contract hereto annexed is an exact copy of a contract made by me personally with ——— ———; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said ——— ——— or any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided. ——— ———.

[SEAL.]

Subscribed and duly sworn to before me this — day of ———, 19—

——— ———

——— ———

When the copy of contract for the Returns Office can not be forwarded within the period of 30 days, as required by the statute, the contracting officer should transmit the same, with an explanation of the causes of delay, directly to the chief of bureau or other officer who approved said contract. This copy will then

be forwarded by such officer to the Returns Office, with a notation of his views as to whether or not the reasons set forth for the delay by the contracting officer are satisfactory.

In the case of contracts that are not subject to approval, copies thereof for file in the Returns Office will be forwarded directly to that office after such delay as may be deemed sufficient to receive advice from department commanders and chiefs of bureaus concerning any changes that may be directed to be made, but within the required 30 days. There will be stamped or noted at the bottom of such copies the words "Execution completed ——— (date)," showing the date on which the execution or signing of the contract was completed. (*C. A. R., No. 21.*)

564. The number of the contract for the Auditor for the War Department will be sent to him by the head of the bureau to which the contract pertains, and in case of a purchase made by an officer of the Quartermaster Corps after public notice of seven days or more, this number must be accompanied by a copy of the advertisement, a certificate of the contracting officer as to the time and manner of its publication, and his certificate that the award was made to the lowest responsible bidder for the best and most suitable article.

565. All papers relating to or affecting the performance of any contract will finally be transmitted to the bureau of the War Department to which the contract pertains, except as provided in paragraph 705.

MARKING SUPPLIES BY CONTRACTORS.

566. Contractors furnishing supplies will mark and distinguish them with their names and with such other designations as shall be directed by the purchasing officer.

ARTICLE LI.

BONDS OF DISBURSING OFFICERS, BIDDERS, AND CONTRACTORS.

567. Officers of the Quartermaster Corps, before entering upon duty which involves accountability for public funds or public property, will give bonds as required by law. The Quartermaster General will see that such bonds are examined as to sufficiency of sureties at least once in two years, and renewed once in four years, or more frequently if necessary. (*C. A. R., No. 53.*)

568. Sureties to bonds given by disbursing officers will be bound jointly and severally for the whole amount expressed therein, and must satisfy the Secretary of War that they are worth, jointly, double such amount, each surety making affidavit that he is worth that sum over and above his debts and liabilities, and stating in the affidavit his place of residence.

569. Bonds for the faithful performance of contracts for supplies or service will be required when the consideration is $5,000 or more and the contract can not be fully performed within 60 days from its date.

Bonds may be exacted or, in the discretion of the chiefs of bureaus concerned, waived in all other cases, except that bonds required under paragraph 572 will not be waived.

The amount of penalty in a contractor's bond will be fixed by the contracting officer, and will not be less than one-tenth nor more than the full amount of the consideration of the contract; except that the penalty of bonds required under the provisions of paragraph 572 will not be less than 50 per cent of the consideration of the contract.

570. When bonds for the faithful performance of contracts are exacted they will be made and executed with the necessary justification and certification

of sufficiency of sureties, in accordance with the instructions printed on the blank forms of contractors' bonds furnished by the chiefs of bureaus. Such bonds must be executed by the contractor as principal and by a surety company or by at least two sufficient and responsible persons, who must be citizens of the United States, as sureties. Each must affix his signature and seal, and each signature must be attested by at least one witness. When practicable there will be a separate witness to each signature. Sureties to bonds executed in any foreign country, or in the Philippine Islands, Porto Rico, or Hawaii, for the performance of contracts entered into in those places need not be citizens of the United States.

571. Contractors' bonds will be executed in duplicate, one to accompany the number of the contract which is sent to the Auditor for the War Department, and the other forwarded to the head of the bureau to which the contract pertains.

572. When a contract is entered into for the construction of any public building, or the prosecution and completion of any public work, or for repairs on any public building or public work, the contractor or contractors will be required, before entering upon performance of the same, to include in the bond given for the faithful performance of the contract the further obligation that he or they will promptly make payments to all persons who supply him or them with labor or materials for the prosecution of the work provided for in such contract. If no suit should be brought by the United States within six months from the completion and final settlement of said contract, then the person or persons supplying the contractor or contractors with labor or materials will be furnished with a copy of the contract and bond upon his or their application to the War Department, accompanied by an affidavit that the labor or materials have been supplied by him or them and have not been paid for by the contractor or contractors.

573. A company duly incorporated under the laws of the United States, or of any State, and legally authorized to guarantee bonds, may be accepted as surety, subject to the limitations prescribed in paragraphs 575, 576, and 577. Lists of such surety companies as have conformed to the requirements of law and these regulations will be furnished by the chiefs of staff bureaus concerned to disbursing and contracting officers, who will apply directly to the chiefs of their respective bureaus for the necessary copies. A firm, as such, will not be accepted as surety, nor a partner for a copartner or firm of which he is a member. Stockholders who are not officers of a corporation may be accepted as sureties for such corporation.

574. When the principal of the bond is a corporation, a copy of the record of the selection of the officers executing the bond in its behalf, and a copy of the by-law or other record of the proceedings of the governing body of the corporation, showing their authority to execute the same, will be attached to the bond; these copies to be certified by the custodian of such records, under the seal of the corporation, to be correct copies. These papers, however, may be dispensed with where the bond is executed by the president, vice president, general manager, or superintendent of the corporation, under the corporate seal, and attested by the secretary, and the contracting officer certifies that he has satisfied himself after due inquiry that the person who executed the bond is in active management of the business of the corporation and has been in such management for a considerable period prior to the execution of the bond. (*C. A. R., No. 54.*)

575. Before a corporation will be accepted as surety it must obtain authority in writing from the Secretary of the Treasury to do business under the act of August 13, 1894, as amended by the act of March 23, 1910, and before it will be

accepted as surety on the bond of a principal residing in a State or Territory other than the one in which incorporated it must comply with the requirements of section 2 of said amended act as to the appointment, etc., of an agent on whom process may be served. The certificate of the Treasury Department will be accepted as to the qualification of surety companies in both respects. In foreign countries and in the Philippine Islands foreign corporations who are authorized to act as sureties on bonds may be accepted as sureties on bonds executed in those places in an amount of penalty not exceeding 10 per cent of the paid-up capital and surplus of said corporation, although they have not qualified before the Treasury Department as hereinbefore provided. *C. A. R., No. 30.*)

576. Surety companies must furnish to the War Department, to be filed in the Office of the Judge Advocate General, powers of attorney as evidence of the appointment of, or changes in, the authorities of their officers or agents. These powers of attorney are required to be upon individual cards which will be furnished for that purpose. In cases where the officers or agents of a company are appointed periodically, powers of attorney must be promptly furnished as evidence of each of such appointments. Surety companies must furnish promptly proper evidence of the revocation of such powers of attorney.

All bonds and contracts shall be examined, as to the authority of the officers or agents executing the same on behalf of surety companies, by a reference to this file of powers of attorney. All bonds or contracts required to be approved or filed elsewhere than at the War Department in Washington shall be executed in duplicate, and the duplicate shall be forwarded to the War Department for examination. (*C. A. R., No. 53.*)

577. 1. No surety company shall be accepted under the provisions of the act of Congress approved August 13, 1894, as sole surety on any recognizance, stipulation, bond, or undertaking under the War Department for an amount greater than 10 per cent of its paid-up capital and surplus.

2. No such company shall be accepted as surety on any recognizance, stipulation, bond, or undertaking under the War Department which shall execute any such obligation, on behalf of any individual, firm, association, or corporation, for an amount greater than 10 per cent of its paid-up capital and surplus, unless such company shall be secured as to such excess to the satisfaction of the Secretary of War, by reinsurance, or by deposit with such company in pledge or conveyance to it in trust, for its security or indemnity, of property equal in value to such excess; or, if such bond is executed in behalf or on account of a fiduciary holding property in a trust capacity, the liability thereon in excess of 10 per cent of the paid-up capital and surplus shall be secured by such deposit or other disposition of a suitable and sufficient portion of the estate so held that no sale, mortgage, pledge, or other disposition can be made thereof without such company's approval: *Provided further*, That such portion of any such bond which shall have been reinsured by said company in another surety, trust, or guaranty company or companies, authorized to do business under the act of Congress of August 13, 1894, shall be deducted from the penal sum of such bond in determining the limitation of risk prescribed herein, if the same is within the 10 per cent limit of said reinsuring company or companies.

3. Two or more companies may be accepted as sureties upon any recognizance, stipulation, bond, or undertaking under the War Department, the penalty of which does not exceed 10 per cent of their aggregate paid-up capital and surplus, but in all cases the sureties must, where the law requires it, execute such obligation jointly and severally.

4. The amount of paid-up capital and surplus of such companies shall be determined by the quarterly financial statements filed with the Secretary of the Treasury pursuant to section 4 of the act hereinbefore referred to, after copies of such statements have been filed in the War Department.

5. If the amount of said capital and surplus shall at any time during the intervals between the dates of the rendition of such statements, as required by law, become less than the amount determined in the statement last filed, then every such company shall file, within 10 days after such diminution of its capital and surplus, a condensed statement, sworn to by one of its principal officers at the home office, showing the nature and extent of such diminution, and the amount of such capital and surplus remaining shall be the basis for risks until the rendition of the next quarterly statement.

6. Every such company shall file in the War Department, during the months of January, April, July, and October of each year, a report giving an itemized statement of all recognizances, stipulations, bonds, or undertakings which such company shall have executed during the previous three months in excess of 10 per cent of its paid-up capital and surplus, showing the character and penalty of such obligations, the nature and amount of indemnity, collateral, or reinsurance thereon, and such other information in regard thereto as may be required.

7. Any violation of the provisions of this order or failure on the part of any company to comply promptly with its requirements will be considered ground for refusing thereafter to accept such company as surety upon any recognizance, stipulation, bond, or undertaking under the War Department, and for recommending to the Secretary of the Treasury that the authority of such company to do business under the act hereinbefore referred to be revoked.

578. The sureties, if individuals, must jointly justify in double the amount of the penalty. The affidavit of justification must be taken before a person authorized by the laws of the United States, State, Territory, or District to administer oaths. Justification will be followed by the certificate of a judge or clerk of a United States court, a United States district attorney, a United States commissioner, or a judge or clerk of a State court of record, with the seal of said court attached, that the sureties are known to him, and that, to the best of his knowledge and belief, each is worth, over and above all debts and liabilities, the sum stated in his affidavit of justification. If found necessary, separate certificates may be furnished as to each surety. The affidavits of justification of sureties to contractors' bonds executed in any foreign country, or in the Philippine Islands, Porto Rico, or Hawaii, may be taken before a notary or any other officer having a seal and who by the laws of the place is authorized to administer such oaths, the official seal of the notary or other officer to be affixed. The certification of sufficiency of such sureties may be made by a United States consul, if any, by a notary, or by the judge or clerk of any court in such place having a seal, the official seal of the officer or court to be affixed. The regular blank forms of bonds when used as above will be modified accordingly and the changes will be fully explained over the signatures and seals of all parties to the bond.

579. A guarantor, or the guarantors, to a bidder's guaranty may be accepted as surety, or sureties, to the bond of the same person as contractor, provided such guarantor or guarantors are able to justify as required for the bond.

580. The principal and surety must sign and seal the bond. The corporate seal of the corporation must be affixed to the bond by some person duly authorized, who must also affix the name of the corporation to it, followed by his own signature and official designation written after the word "by." The names and places of business of the principal and surety must be written in the body of the bond.

581. In case of financial embarrassment, failure, or other disqualifying cause on the part of the surety to a bond, the Secretary of War will require the bond to be renewed to his satisfaction, upon notification to the principal. Official bonds may not be renewed at the will of the principal or surety, but only by direction of the Secretary, and the substitution of one corporate company for another as surety on a bond will not be permitted except by direction of the Secretary, or after the bond has run for a period of four years, when a renewal thereof is required by law.

ARTICLE LII.

Money Accountability.

PUBLIC MONEYS.

582. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the Government in any contract for future payment of money in excess of appropriations, except as authorized by paragraph 515, are prohibited.

583. Chiefs of bureaus will see that funds in the hands of a disbursing officer are limited to his requirements for a brief period.

DISBURSING OFFICERS.

584. When an officer disburses money in different capacities, his deposits and accounts will be kept distinct, according to the bureaus to which they pertain.

585. Disbursing officers will not pay an account until it is due. In cases of contracts for the performance of service or delivery of articles, payment will not exceed the value of services rendered or articles actually delivered.

586. Public money, subject to disbursement, coming into the hands of an officer from any source will be promptly placed by him to his credit with the Treasurer of the United States, or else transferred to a disbursing officer of that branch of the public service to which the money pertains. Exceptions to this rule are allowed in the cases and to the extent authorized by paragraph 587, and in cases where an officer, when stationed on the extreme frontier or at a place far remote from depositaries, has been specially authorized by the Secretary of War to keep at his own risk such money as may be intrusted to him for disbursement. Money in hand, subject to disbursement, may be disbursed at once without being placed in depositaries if a payment is due.

587. Recruiting officers and officers doing quartermaster duty at posts or independent stations are authorized to keep on hand, at their own risk, moneys pertaining to the appropriation "Subsistence of the Army" in such restricted amounts as may be necessary for facilitating payments of small amounts to public creditors.

When it becomes necessary to draw a check for obtaining subsistence funds to be kept in personal possession, the officer will draw it in his own favor and enter under the heading thereon, "Object for which drawn," or "On account of," the following: "To hold funds in personal possession under A. R. 587." Such checks will not be stated to be for "payments under $20."

588. A disbursing officer who ceases to act as such will inform the Secretary of the Treasury at once what checks drawn against the public funds to his

credit, if any, are still outstanding and unpaid. He will also comply with the requirements of paragraphs 630 and 902.

589. The accounts of a bonded disbursing officer must be kept separately under each bond except when the second bond is cumulative, in which case the accounts will be stated under both bonds. When a new bond is given the officer will close his accounts under the former bond and will deposit to the credit of the Treasurer of the United States, or transfer to a bonded officer of the same department who is authorized by law to handle the same class of funds, any unexpended balance before an advance is made under the new bond, in order that the liability of the sureties on the respective bonds may be definitely fixed. In all cases where a transfer is made to a bonded officer there must be an actual transfer of funds and not a mere paper transaction. The date of the bond of a disbursing officer is the date on which it is approved by the Secretary of War, and such date is to appear on all requisitions for funds issued under such bond and also on the account current on which such funds are accounted for.

590. All amounts of money held at the end of each fiscal year by the Treasurer, an assistant treasurer, or a designated depositary, credited to a disbursing officer whose account has remained unchanged, either by deposit or payment, for the space of three years, shall be covered into the Treasury, to be placed to the credit of such officer, if it be found that he is entitled to the credit.

591. No officer disbursing money for the military service, or directing the disbursement thereof, shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department of the public service in which he is engaged.

592. No officer or clerk of a disbursing officer shall be interested in the purchase of any soldier's certificate of pay due, or any other claim against the United States.

593. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer will suspend his functions, require him to turn over all public funds in his keeping, and will immediately report the case to the proper bureau of the War Department. He will also report the case to the department commander, who will at once convene a court-martial for the trial of the officer.

594. Every disbursing officer, in opening his first account and before issuing any checks, will furnish the depositary on whom the checks are to be drawn with his official signature, duly verified by some officer whose signature is known to the depositary.

595. For every Treasury draft received by a depositary to be placed to the official credit of a disbursing officer, and for every deposit of funds made by the officer to his official credit, subject to payment of his checks, a receipt, numbered in serial order, and giving the place and date of issue, will be furnished him by the depositary, setting forth the character of the funds, i. e., whether coin or currency. If the credit is made by a disbursing officer's check transferring funds, the essential items of the check will be enumerated, and if by a Treasury draft, the warrant number. The title of the officer will be expressed, and the title of the account will also show for what branch of the public service it is kept. The receipt, called "a disbursing officer's receipt," will be retained by the officer in whose favor it is made.

596. An officer is not authorized to insure public money or property, and he will not be allowed credit for any expense paid for the collection of money on checks, except as provided in paragraph 1100 for military attachés serving abroad.

TRANSFERS.

597. Public funds will, as a rule, be transferred as follows: The officer making the transfer will draw his check directing the depositary to place a stated amount to the official credit of the officer named on the check. The check will be sent to the depositary and not to the officer in whose favor it is drawn. If it is necessary that the officer to whom the funds are transferred shall receive them without delay, the transferring officer may draw his check and transmit it directly to the payee. In either case an invoice will be sent to the receiving officer, but no receipt will be given by him except for cash transfers.

598. Funds will not be transferred from one appropriation for the use of another by borrowing or otherwise, except as authorized by law.

CHECKS.

599. A disbursing officer may draw his check in favor of himself (1) to make payments of amounts not exceeding $20; (2) to make payments at a distance from a depositary; or (3) to make payments of fixed salaries due at a certain period. In the first and last named cases the check will be drawn not more than two days before the payments become due. In all other cases the checks will be drawn only in favor of the persons, firms, or corporations, by name, to whom the payments are to be made.

600. On the face of each check that he draws a disbursing officer will state his address, the object of the expenditure, the number or other necessary description of the voucher, and, in case of payment to an officer, enlisted man, or civilian employee, the period for which the payment is made. Such statements will be brief, but clear, as, for instance, "pay," "pay roll," or "payment of troops," adding the post or station; "purchase of subsistence," or of other supplies, naming them; "on contract for construction," mentioning the fortification or other public work for which the payment is made; "payments under $20." Payment is refused on all checks where regulations are not complied with, and report of the fact is made to the Treasury Department. In writing checks on the protective surface-tinted blanks furnished by the Treasury Department the ordinary typewriter with plain type, or rubber stamps, may be used. Only typewriter record ribbons, writing black or blue, the ink of which must be heavy and of the most permanent nature, or stamp pads inked with a permanent black ink, shall be used for the purpose, so as to secure clear, well-inked impressions which can not be easily erased without removing the protective surface-tinting at the same time. The data on the check stub or register of checks issued will be the same as on the check to which it relates.

601. Officers serving in and disbursing funds pertaining to more than one staff department, and officers assigned to duty in any of the staff departments, in issuing checks, will confine the designation of their official capacity to their rank and the particular staff department on account of which the checks are drawn.

602. Whenever an original check of a disbursing officer is lost, stolen, or destroyed, the owner, to better protect his interest, should, in writing, notify the office or bank on which it was drawn of the fact of such loss, stating the name of the disbursing officer or agent by whom it was drawn, describing the check, giving if possible its date, number, and amount, and requesting that payment of the same be stopped. In order to procure the issue of a duplicate check the party in interest must furnish the disbursing officer or

agent who issued the original check with an affidavit explaining the loss, and an indemnity bond, both of which should be prepared on the form furnished for the purpose by the Treasury Department. The form contains full instructions as to the proper method of preparation. Upon these papers a duplicate check may be issued after the expiration of thirty days and within three years from the date of issue of the original, and such duplicate check, with the affidavit and bond, will be forwarded directly to the Secretary of the Treasury for approval. In case the disbursing officer who issued the original check is no longer in the service, the notice and proof of loss and the indemnity bond will be sent to the Secretary of the Treasury, and it becomes the duty of the proper accounting officer, under section 3647, Revised Statutes, to state an account in favor of the owner of the lost check and to charge the amount thereof to the account of the disbursing officer. No disbursing officer or agent is authorized to issue a duplicate check except as prescribed in this paragraph. (*C. A. R., Nos. 27 and 44.*)

603. In case of death, resignation, or removal from active service of a disbursing officer, checks previously drawn by him will be paid from the funds to his credit, unless such checks were drawn more than four months before their presentation, or reasons exist for suspecting fraud. A check previously drawn by him and not presented for payment within four months of its date will not be paid until its correctness shall have been attested by the Comptroller of the Treasury or by his chief clerk.

604. A check drawn by a disbursing officer still in active service, presented before it shall have been issued three full fiscal years, will be paid in the usual manner by the office or bank on which it is drawn, and from funds to the credit of the drawer.

605. Upon receipt of the statement of his disbursing account for the month of June of each year, from the office or bank in which his funds are kept, each disbursing officer will immediately make a return to the Secretary of the Treasury, through the chief of his bureau, of all checks drawn by him which have been outstanding and unpaid for three full fiscal years on June 30 of that year, stating the number of each check, its date and amount; in whose favor, on what office or bank, and for what purpose drawn; the number of the voucher in payment of which it was drawn, and, if known, the address of the payee, and he will inclose in the return all checks described therein that may be in his possession.

606. At the close of each fiscal year all amounts remaining to the credit of a disbursing officer, represented by checks or drafts drawn upon the Treasurer, an assistant treasurer, or any designated depositary, three or more years prior thereto, will be covered into the Treasury and there stand to the credit of the payees in an appropriation account denominated "outstanding liabilities."

607. A check which has been issued for a period longer than three full fiscal years will be paid only by the settlement of an account in the Treasury Department. For this purpose an officer who receives such a check will transmit it, through the proper channels, to the Secretary of the Treasury. If a check is lost, proof of ownership and loss and a bond of indemnity will be furnished.

OFFICIAL CHECK BOOKS.

608. Official check books are issued by the Treasurer of the United States directly to disbursing officers who have public money on deposit with him. Rules for issue, transfer, etc., of these check books accompany each book. In making payments only official checks will be used.

609. Every disbursing officer or agent shall retain with his official records the stubs or register of checks issued by him. Should a disbursing officer or agent make an erasure or alteration on any of his checks, however slight, he shall certify to the correctness of such erasure or alteration on the upper margin of such check.

The greatest care will be exercised in the custody of blank checks. They will be kept under lock and key when not in use. No disbursing officer will issue a check on the Treasurer of the United States until after he shall have ascertained from said Treasurer his individual numerical symbol, which shall be printed, stamped, or written in the lower right-hand corner of each check.

610. Spoiled or canceled official checks shall be sent quarterly by each disbursing officer directly to the Auditor for the War Department. A record of the dates of both cancellation and transmission will be entered on the stub.

CERTIFICATES OF DEPOSIT.

611. Public moneys are transferred to the General Treasury by being deposited to the "credit of the Treasurer of the United States," either at the Treasurer's office, or at the office of one of the assistant treasurers, or at one of the designated depositaries. All "miscellaneous receipts on account of proceeds of Government property" (par. 618) must be deposited; also, when required by chiefs of bureaus to which the funds pertain, the public moneys in the possession of or to the credit of disbursing officers or others. For each deposit made a "certificate of deposit" in duplicate will be given, showing the full name, rank, regiment, or corps of the depositor, and to what appropriation or fund the amount belongs, the depositor giving the necessary information when making the deposit.

612. The "originals" of all certificates of deposit are required by law to be forwarded by the depositaries directly to the Secretary of the Treasury; the "duplicates" will be filed by the depositing officers with their retained papers. Immediately upon making a deposit to the credit of the Treasurer of the United States the depositing officer will notify the proper chief of bureau of the fact, stating the name of the depositary, the amount, the appropriation to which the money pertains, when known, and whether the amount arose from proceeds of sales, or is a repayment of an unexpended balance, or a refundment on account of an error in the accounts or returns. The number of the certificate of deposit will also be stated if known, but the report will not be delayed for the purpose of obtaining such number. If the deposit is on account of the indebtedness of any person other than the depositing officer, the source from which the money was derived and the object of the payment will be distinctly stated and reference made to the vouchers, if any, to which the deposit pertains.

613. A disbursing officer of one staff department making stoppages on account of the funds or property of another staff department will, in the absence of special instructions to the contrary, deposit the funds so received, and not leave them to be transferred upon the settlement of his accounts at the Treasury.

614. Nothing in paragraphs 612, 613, and 615 will be construed to affect the existing system of depositing collections by quartermasters of the Army. Whenever an officer refunds money to the Government by payment to an Army quartermaster, duplicate descriptive receipts will be issued by the latter for the amount refunded.

The quartermaster, with the least practicable delay, will forward, without letter of transmittal, the original receipt directly to the Quartermaster General and furnish the officer with the duplicate. (*C. A. R., No. 10.*)

615. When a disbursing officer of the Army receives any moneys of the United States as the proceeds of sales, as miscellaneous receipts, or funds of like character, not available for disbursement, he will deposit, without delay, such funds to his official credit with an authorized depositary or, if more convenient, to the credit of the Treasurer of the United States, at the nearest authorized depositary. In the former case, at the close of the month in which such funds are received the total will be made the subject of one check issued by him in favor of the depositary, and marked "for deposit to the credit of the Treasurer of the United States."

The disbursing officer will indorse on the back of the check issued for this purpose the title of the appropriations and the amount that pertains to each into which the several sums embraced in the deposit should be covered into the Treasury.

The number, date, name, location of the depositary, and amount of the certificate of deposit will be noted on the account current upon which the depositor desires to be credited with the money deposited.

616. Certificates of deposit must be recorded in the proper bureaus of the War Department. The "originals," upon their receipt at the Treasury, are immediately forwarded to the Secretary of War, who refers them to the proper bureaus to which the deposits pertain for verification and designation of the appropriation.

PROCEEDS OF SALES.

617. Moneys received from authorized sales of property (except property, other than river and harbor, mentioned in pars. 679 and 680) will be deposited to the credit of the Treasurer of the United States, and respectively revert to the appropriations out of which originally expended. But the moneys arising from the authorized disposition of serviceable ordnance and medical and hospital property and the sales of useless ordnance material are expended under conditions prescribed by law. All moneys arising from sales of subsistence supplies or stores, authorized by law and regulations, shall be covered into the Treasury to the credit of the proper appropriation and shall remain available throughout the fiscal year following that in which the sales were effected, for the purposes of that appropriation from which such supplies or stores were authorized to be supplied at the time of the sales. (*C. A. R., No. 10.*)

618. The proceeds of sales of all public property the disposition of which is not provided for by paragraph 617, after the expenses of sale have been deducted will be deposited to the credit of the Treasury of the United States as "Miscellaneous receipts on account of proceeds of Government property," for which certificates of deposit will issue, showing the name, rank, regiment, or corps of the depositor, the nature of the deposit, the kind of property, and the bureau to which it pertained.

619. The transfer of public property other than subsistence stores is not regarded as a sale. Vouchers for property so transferred will be sent through the chief of the bureau concerned to the proper accounting officer of the Teasury Department for settlement, as prescribed in paragraph 671. If credit is received therefor the money may be used to replace the property transferred.

APPROPRIATIONS.

620. The fiscal year ends on June 30. The quarters of the fiscal year are as follows: First quarter, July 1 to September 30; second, October 1 to December 31; third, January 1 to March 31; fourth, April 1 to June 30.

621. Chiefs of bureaus, in notifying officers of remittances, will inform them of the amount remitted under each head of appropriation, giving the designation by fiscal years when necessary.

622. All accounts of a disbursing officer shal be rendered and stated in one consolidated account for each bureau under which he is disbursing, without regard to the number of appropriations or headings involved.

623. Money received and disbursed under the appropriation for contingent expenses of the Army will be accounted for by officers authorized to disburse it, on special accounts current, in which funds belonging to other appropriations will not be entered.

624. When an article purchased is not named in the appropriation act, the purpose for which it is intended determines the appropriation from which payment is made.

625. All public funds on hand at the close of a fiscal year, except those required to pay outstanding liabilities incurred during such year (a schedule of which will, if possible, accompany the last account current for the year), and except balances in cash in the hands of disbursing officers of the Quartermaster Corps in the Philippine Islands, Alaska, and in other places outside of the continental limits of the United States, who are located at points remote from depositaries, and appropriations not limited to any fiscal year or years, will be deposited to the credit of the Treasurer of the United States and the disbursing officers account closed by a credit for such deposit. In case of funds in cash in the hands of disbursing officers of said corps who come within the foregoing exception, said officers will, at the close of business on the 30th day of June each year, or as soon thereafter as possible, inform the department quartermaster of the department in which they are serving, or, if not under the jurisdiction of a department quartermaster, inform the Quartermaster General directly of the amount of cash in their hands in excess of what is needed to pay outstanding liabilities, and that they will credit and charge themselves on their accounts current for June and July, respectively, with such amount as transferred from the old to the new fiscal year appropriations. Upon receipt of this information in each case the department quartermaster will make a debit entry on his account current for the amount under the former fiscal year and a corresponding credit entry under the latter fiscal year for the purpose of adjusting the disbursing officer's fiscal year appropriation account, thus accomplishing the same result as if an actual transfer of funds had taken place. The Quartermaster General will arrange to have similar action taken in each case reported to him directly. Where an account is closed in the manner above described, the balance in cash in the officer's hands should be counted, wherever practicable, by three disinterested persons and their certificates as to its correctness should accompany the account current. (*C. A. R., No. 10.*)

626. An account current, accompanied by abstracts and vouchers, will be forwarded to the chief of the bureau to which it pertains, and a memorandum copy thereof retained by the officer. A disbursing officer who for any reason (e. g., separate bonds, etc.) is required to render separate accounts will keep separate and distinct accounts of his funds in the Government depositaries and will unmistakably designate such several depositary accounts on his vouchers, requisitions, deposits, and accounts current. The balances acknowledged by a disbursing officer and his analyses thereof must actually represent the state of his business at the close of the last day for which the account is rendered. He will so arrange his business that he may, when called upon to do so, close his accounts and analyze his acknowledged balances. All transactions coming within the time covered by the account will be reported therein. No payments or collections not actually made, and not in the hands of the officer during the

period of the account, will be included therein. An officer disbursing in part by cash and drawing official checks to obtain cash to make payments will render with his account current a subsidiary cash account, the balance of which will agree or be reconciled with his cash as shown by his analysis of balance with his account current.

627. Disbursing officers who render accounts which eventually pass to the Treasury Department for settlement are required to prepare their accounts, with abstracts and vouchers complete, and deposit them in the post office, addressed to the chief of the bureau of the War Department to which they pertain, on or before the 10th day of each month. Irregularities in the mail service or want of blank forms will not excuse a failure to comply with this paragraph. When vouchers are not sent with the account to which they belong, but are subsequently rendered, suitable explanations will be made.

628. Original vouchers will, if possible, accompany the accounts; copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals, or that their retention is indispensable to the performance of duty by an officer.

629. With the accounts will be forwarded all orders of commanding officers and all other papers upon which the officer accountable relies to relieve himself from responsibility.

630. When an officer is relieved from duty in a staff department at any station he will certify outstanding debts, if any, to his successor, and transmit a list of the same to the head of the proper bureau. Unless otherwise ordered, he will turn over to his successor the public money, property, books, and papers pertaining to the service from which he is relieved. He will also comply with the requirements of paragraphs 588 and 902.

MONEY VOUCHERS.

631. A voucher will not be made in duplicate or in triplicate unless the instructions on the proper blank require it, in which case the original only will be certified.

632. The correctness of the facts stated on a voucher and the justness of the account must be certified by an officer, except when some other mode of authenticating the same is authorized in these regulations.

633. Every voucher in support of a payment for supplies or for services, except as provided in paragraph 634, will be made out in favor of the creditor, giving his address, and will show (if for supplies furnished) the date of the purchase (or the order number), the quantity and price of each article, and the amount, or (if for services) the character of the services, the date or dates on which they were rendered, and the amount. When a purchase is made as a result of a written proposal and a written acceptance, the voucher (if there be only one) will be accompanied by a copy of the public notice, the accepted bid, and a copy of the letter accepting the bid, and will contain a certificate showing that the procurement of the articles or service was made in the manner indicated thereon; if two or more vouchers are made, the papers required will be filed with the first voucher paid and reference thereto made on the other vouchers. A voucher for service rendered by the day or month will show the character of the service, the inclusive dates thereof, the time for which payment is made, the rate of pay, and the amount. The certificate of a creditor to a voucher for supplies furnished or for services rendered will contain the words "I certify that the above bill is correct and just and that payment therefor has not been received."

634. Vouchers for supplies or for services other than by the day or month submitted in support of payments for all work carried on under the War Department or any bureau thereof may, if desired, be accompanied by the original bills submitted by the creditor and dated and signed by him or by his authorized representative, and vouchers with such bills attached will be made out in favor of the creditor, giving his address, and stating the account in general terms, with the aggregate amount only extended, and the words "as per bill hereto attached," or words of like import added, except that such original bills need not be attached to vouchers in the following cases, viz: Where under a contract quantities delivered or amounts due are determined by a duly authorized inspector, and his certificate as to the facts is filed with the voucher to which it pertains; where a bill of lading or transportation request accompanies a voucher for transportation services performed under public tariffs; where a voucher is for telegraphic services at rates fixed by the Postmaster General; when the account is small and the creditor does not submit a bill. The certificate of a creditor to a voucher for supplies furnished or services rendered will contain the words "I certify that the foregoing account is correct and just and that payment therefor has not been received."

When desirable, the creditor may place the foregoing certificate upon the original bill and, when so placed, the certificate upon the voucher need not be signed, provided that the bill be attached to and made a part of the voucher before the same is signed by the disbursing officer.

635. Money amounts will be expressed in terms of dollars and cents. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater it will be reckoned as a cent.

If the agreement calls for foreign currency, the account shall be stated in that currency. The total amount will be reduced to its equivalent in United States currency at the current rate of exchange at the date of payment. The amount in United States currency having been determined, checks may be drawn therefor by disbursing officers to their own orders in United States currency and by them exchanged at local fiscal agencies of the United States where possible, or at local banks, for the necessary amount in the currency or exchange required to pay the creditor in the money originally agreed upon where the creditor declines to accept check payable in currency of the United States.

The vouchers for accounts will be made to show the debt as actually incurred in the coin in which payment is made and the reduction from this coin to United States currency, the rate of exchange being stated on the voucher and the amounts stated on abstracts and account current in United States currency.

636. A voucher for purchases and services not personal will show thereon the mode of purchase or engagement, using the form of notations on the standard prescribed forms.

637. The giving or taking of a receipt for public money in blank or in advance of actual payment, or the signing of a check for public money in blank, is prohibited.

638. A voucher for funds disbursed will be made out in full before being certified by a public creditor. If paid with check no receipt will be required, but if paid with cash one receipt will be obtained.

639. An invoice of funds transferred will show the place and date of transfer, the name and title of the officer to whom transferred, the character of funds, and the amount transferred under each head of appropriation.

If the transfer is of cash, a receipt will be obtained and filed with the account current. If the transfer is for the correction of errors, whether arising upon

the settlement of accounts or otherwise, the facts will be noted in detail on the invoice.

640. A voucher for a payment made or an invoice for money transferred will have noted thereon the number, date, and amount of checks given and the depositary on which drawn. If payment or transfer is made with currency, wholly or in part, the facts will be stated and a receipt given for the currency.

641. Vouchers must be stated in the name of the corporation, company, firm, or person rendering the service or furnishing the articles for which payment is made.

642. Payment with currency will not be made to the holder of a power of attorney or to a holder of an instrument operating as a transfer or an assignment.

If payment with currency is made to an incorporated or to an unincorporated company, the money will be delivered to and the voucher certified and receipted by a duly authorized officer or agent of the company; the certificate and receipt to be signed with the company name, followed by the autograph signature of the officer, with his title, or of the agent, to whom the money was delivered, and the receipted voucher will be accompanied by evidence showing his authority. This evidence will consist of extracts from the articles of incorporation or association, the by-laws, or the minutes of the board of directors duly certified by the custodian of such records (under the company seal, if there be one), showing that the signer is properly vested with authority to receive and receipt for money due to the company.

If payment of currency is made to an individual or to a copartnership doing business under a company title, the certificate and receipt will be signed with the company name, followed by the autograph signature of the individual proprietor or of one of the members of the firm with the words "proprietor" or "one of the proprietors" affixed thereto.

If payment with currency is made to a copartnership doing business as such, the certificate and receipt will be signed with the firm's usual signature by one of the members of the firm, who will be required to affix his own signature as "one of the firm."

If payment with currency is made to an individual creditor, the certificate and receipt will be signed by him in person.

643. If payment is made with check to the order of any company (incorporated or unincorporated), or firm or individual by name, and the fact that the check has been so drawn is stated on the voucher, giving its number, date, amount, and United States depositary on which drawn, the certificate to the voucher may be signed by an officer, attorney, or agent of the company, or by an attorney or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to certify to the voucher and receive the check.

644. Receipts for small sums paid with currency to a corporation, such as a railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, or ice company, for an occasional service rendered may be signed and the vouchers certified by the local agent in charge of the business of the company at the place where the service is rendered or where it begins or terminates, and the certificate of the officer who made the payment that the person to whom payment was thus made was then the local agent of the company in charge of its business at the place designated will be sufficient evidence of the agent's authority to certify to the vouchers and to receipt for the money paid.

645. When an account is presented by an individual who is not known to the disbursing officer, the latter will require him to be identified.

646. The form of the signature to the certificate, and to the receipt when required, and the name of the person or business firm as entered at the head of an account must be literally alike.

647. When a signature is not written by the hand of the party it must be witnessed by a disinterested party, a commissioned officer when practicable.

648. In final statements, receipts for money, and papers of like character, money amounts will, in all cases, be written out in full and also expressed by figures in parentheses. This requirement does not apply to pay rolls of military organizations, pay rolls of other descriptions, nor to lists of deposits on final statements.

649. Fees of civil officers for administering oaths in matters of military administration (where the services of department judge advocates, or judge advocates of courts-martial, or trial officers of summary courts were not obtainable) will be paid from the appropriation applicable to the subject matter of the oaths, and in case there be no appropriation applicable thereto the fees will be paid by the Quartermaster Corps.

650. Disbursing officers will not issue vouchers for unpaid accounts as due-bills against the United States, but a certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge.

651. When applicable, the following rules for the computation of time in payment for services will be observed:

1. For any full calendar month's service, at a stipulated monthly rate of compensation, payment will be made at such stipulated rate without regard to the number of days in that month.

2. When service commences on an intermediate day of the month, 30 days will be assumed as the length of the month, whatever be the number of days therein.

3. When the service terminates on an intermediate day of the month, the actual number of days during which service was rendered in that calendar month will be allowed.

4. When the service embraces two or more months or parts of months but one fraction will be made, thus: From September 21 to November 25, inclusive, will be calculated—September 21 to October 20, inclusive, one month; from October 21 to November 20, inclusive, one month; from November 21 to 25, inclusive, five days, making the time allowed two months and five days.

5. When two fractions of months occur and both are less than a whole month, as from August 21 to September 10, the time will be determined thus: August 21 to 30, inclusive (ignoring the 31st), 10 days; from September 1 to 10, inclusive, 10 days; making the time allowed 20 days.

6. Service commencing in February will be calculated as though the month contained 30 days, thus: From February 21 to 28 (or 29), inclusive, 10 days. When the service commences on the 28th day of that month, 3 days will be allowed, and if on the 29th, 2 days.

7. If service commences on the 31st day of any month, payment will not be made for that day.

8. For commutation of subsistence and for services of persons employed at a per diem rate, payment will be made for the actual number of days.

9. When services are rendered from one given date to another, the account will state clearly whether both dates are included.

10. In computing the wages of persons employed at a per diem allowance the day on which service begins and the day on which it ends will be allowed in the computation.

11. Unauthorized absence on the 31st day of a month results in the loss of one day's pay.

652. Disbursing officers, except those serving in the Philippine Islands, will not settle with heirs, executors, or administrators except by authority of the proper bureau of the War Department, and upon accounts that have been duly audited and certified by the proper accounting officers of the Treasury.

In the Philippine Islands disbursing officers may settle directly with executors or administrators upon accounts accruing in those islands, which are accompanied by the duly attested copies of the decrees appointing said executors or administrators in conformity with the civil laws of the archipelago governing such matters. The settlement thus made by any disbursing officer is, however, subject to review by the accounting officers of the Treasury when his accounts shall come before them for adjustment.

PECUNIARY RESPONSIBILITY OF OFFICERS.

653. An officer will have credit for an expenditure of money made in obedience to the order of his commanding officer. Every order issued by any military authority which may cause an expenditure of money in a staff department will be given in writing. One copy thereof will be forwarded by the officer receiving it to the head of his department, and the other will be filed by the disbursing officer with his voucher for the disbursement. If the expenditure be disallowed, it will be charged to the officer who ordered it.

654. If a payment made on the certificate of an officer as to the facts is afterwards disallowed for error of fact in the certificate, it will pass to the credit of the disbursing officer and be charged to the officer who gave the certificate; but the disbursing officer can not protect himself in an erroneous payment made without due care by charging lack of care against the officer who gave the certificate.

ADMINISTRATIVE EXAMINATION OF MONEY ACCOUNTS.

655. The chief of a bureau to which accounts pertain will cause each account current, with its accompanying papers, to be examined and transmitted to the Treasury Department, with his decision indorsed thereon, within 60 days from the date on which such account was received at his office. He will bring to the notice of the Secretary of War all matters of account that require or merit it. When a suspension or disallowance is made, the bureau will notify the officer that he may have an opportunity to submit explanations or take an appeal to the Secretary of War.

656. In case of discovered error or disallowance in an account upon its examination by the proper authority, the officer responsible will, upon notification thereof, unless able to furnish evidence to correct or remove the same, make the proper correction in his next account current, and refer therein to the particular voucher in which the error occurred or the disallowance was made.

ARTICLE LIII.

PUBLIC PROPERTY ACCOUNTABILITY AND RESPONSIBILITY.

GENERAL PROVISIONS.

657. Accountability and responsibility devolve upon any person to whom public property is intrusted and who is required to make returns therefor.

Responsibility without accountability devolves upon one to whom such property is intrusted, but who is not required to make returns therefor. An accountable officer is relieved from responsibility for property for which he holds a proper memorandum receipt. A responsible officer is not relieved from responsibility for public property for which he has given memorandum receipt until he has returned the property to the accountable officer or has secured memorandum receipt from a successor, or until he has otherwise been relieved by the operation of regulations or orders.

658. The officer in permanent or temporary command of a post or station is responsible for the security of all public property of the command, whether in use or in store, and, although for purposes of periodical accountability to the War Department it may all have been officially receipted for by subordinate officers, the commanding officer is nevertheless responsible and pecuniarily liable with them for the strict observance of the regulations in regard to its preservation, use, and issue. He will take care that all storehouses are properly guarded, that only reliable agents are employed, and only trustworthy enlisted men are detailed for duty in them or in connection with property.

659. If an officer in charge of the public property of a command (not properly pertaining to a company or detachment) is, by order, leave of absence, or any other cause separated from it, the commanding officer, or an officer designated by him, will receipt and account for it.

660. If it becomes necessary to remove all officers from the charge of public property, the commanding officer will take measures to secure it and report the circumstances to the proper authority.

661. A company or detachment commander is responsible for all public property pertaining to his company or detachment, and will not transfer his accountability therefor to a successor during periods of absence of less than a month unless so ordered by competent authority; when such absence exceeds a month, the question of responsibility is settled by the proper authority.

662. The officer in temporary or permanent command of a company or detachment is responsible for all public property used by or in possession of the command, whether he receipts for it or not.

663. The property responsibility of a company commander can not be transferred to enlisted men. It is his duty to attend personally to its security, and to superintend issues himself or cause them to be superintended by a commissioned officer.

664. An officer will not when it can be avoided be detailed for duty which will separate him from public property for which he is accountable.

665. A transfer of public property involves a change of possession and accountability. In ordinary cases of transfer the transferring officer will furnish the receiving officer with invoices in duplicate, accurately enumerating the property, and the latter will return duplicate receipts. In cases in which complete transfer of property occurs, instead of exchanging separate invoices and receipts, as above provided, the receiving officer may make direct entry on the final return (both original and duplicate) of his predecessor that all the property thereon enumerated as on hand and transferred to successor was received by him. The transferring officer may make similar entry on his final return, stating that all the property therein enumerated as on hand and transferred to successor was actually turned over by him.

666. When an officer to whom stores have been forwarded believes them to have miscarried he will promptly inform the issuing and forwarding officers.

667. If an officer to whom public property has been transferred fails to receipt for it within a reasonable time, the invoicing officer will report the facts

to the commanding officer of the former for action. Copies of all papers relating to the transaction will be filed with his returns.

668. Upon the receipt of public property by an officer he will make careful examination to ascertain its quality and condition, but will not break original packages until issues are to be made, unless he has reason to believe the contents defective. Should he discover defect or shortage, he will apply for a survey to determine it and fix the responsibility. Should he consider the property unfit for use, he will submit inventories in duplicate and request the action of an inspector. The same rule will be observed in regard to packages when first opened for issue, and for property damaged or missing while in store.

669. When packages of supplies are opened for the first time, whether because of apparent defect or for issue, the officer responsible or some other commissioned officer will be present and verify the contents by actual weight, count, or measurement, as circumstances may require, and in case of deficiency or damage will make written report of the facts to the post commander. If only the officer responsible be present and make the report, he will secure the sworn statements in writing of one or more civilians or enlisted men regarding the condition of the property when examined. Should a survey be ordered, the post commander will refer to the surveying officer the report made by the examining officer, together with the sworn statements. At arsenals and depots, where there are persons whose special duty it is to receive and issue public stores, the reports herein required may be made by them instead of officers of the Army.

670. The giving or taking of receipts in blank for public property is prohibited.

671. Supplies procured by one bureau will not be furnished to another bureau except on special authority of the Secretary of War, except in the Philippine and Hawaiian Departments, where the authority of the department commanders is sufficient. When restored in kind, the supplies will be delivered at the post from which they were received or at such other post as department commanders or chiefs of bureaus concerned may determine. If the transaction is between two bureaus of the War Department or between a bureau of the War Department and a bureau of another executive department (except in case of subsistence stores, payment for which shall be made in cash by the proper disbursing officer of the bureau, office, or department concerned, or by the employee to whom the sale is made, and in the case of transactions to which either the Engineer Department or the Signal Corps is a party, in which case payment shall be made by the proper disbursing officer of the bureau, office, or department concerned), the transferring officer will prepare itemized bills or invoices, in triplicate, accurately enumerating the supplies transferred, and will present them to the receiving officer, who will acknowledge receipt of the supplies thereon, designate the appropriation and allotment chargeable, and return the original and duplicate to the transferring officer. The transferring officer will indicate thereon the appropriation to be credited, and will forward the papers to the chief of his bureau in Washington, by whom they will be transmitted, through the chief of the bureau chargeable with the bill, to the proper accounting officer of the Treasury Department for settlement, except that in the case of ordnance and ordnance stores when transferred or sold to another bureau of the War Department, or to another executive department, the chief of the bureau chargeable with the bill will forward it to the proper disbursing officer for direct payment, the check being drawn payable to the Chief of Ordnance, U. S. A. The different copies of the bills will be plainly marked "Original," "Duplicate," or "Triplicate," and the statement "Settlement to be made on the original

only " will appear on the original copy issued. The original copy must always be the ribbon copy.

When the trasaction is between two bureaus of the War Department, the prices to be charged will be regulated by the contract or invoice price of the stores. When the transaction is between a bureau of the War Department and a bureau of another executive department, the price to be charged will include the contract or invoice price and the cost of transportation, and in case of subsistence stores for another executive department of the Government or employee thereof 10 per cent additional to cover wastage in transit. For regulations governing sales of subsistence supplies to officers and enlisted men of the Navy and the Marine Corps, see paragraph 1241½.

When the trasaction covering the transfer or sale of ordnance and ordnance stores is between two bureaus of the War Department, the price to be charged shall be the cost price of the stores, including the cost of inspection. When the transaction is between the Ordnance Department and another executive department of the Government, the price to be charged shall include the cost price of the stores and the costs of inspection and transportation.

In requests for transfers of appropriations under the provisions of this paragraph, the original invoice and the duplicate copy will be forwarded with the request for transfer. The original invoice will be signed by the invoicing officer and will be supported by an acknowledgment on the part of the proper official of the receipt of the supplies or of the services rendered as shown by the invoice. The invoice will also show units and unit prices where practicable. (*C. A. R., Nos. 2, 10, 22, and 46.*)

672. In no case will means of transportation or other property of any branch of the military service be taken as a part of the outfit of surveying or exploring expeditions for which Congress has made appropriations without the express authority of the Secretary of War.

673. When it is impracticable for an officer to personally superintend his issues—as may be the case with one charged with disbursements or the care of depots—he should choose with great caution the agent to whom he intrusts the duty.

674. The keys of storerooms or chests will not be intrusted to enlisted men or civilians without great vigilance on the part of the accountable officer and a resort to every reasonable precaution, including frequent personal inspections, to prevent loss or damage.

675. An officer in charge of public property in use or in store will endeavor by timely repairs to keep it in serviceable condition. For this purpose the necessary means will be allowed on requisition, and property in store so repaired will be issued.

676. All movable public property will, if practicable, be conspicuously branded "U. S." before being used.

677. Public property will not be used nor will labor hired for the Government be employed for any private purpose whatsoever, except as authorized in these regulations.

678. Unserviceable property is, with reference to its disposition, divided into classes as folows:

1. Property worn out by fair wear and tear in the service, which has no salable value.

2. Property worn out by fair wear and tear in the service which presumably has some salable value.

3. Property which has been rendered unserviceable from causes other than fair wear and tear in the service.

Property of the first class may be submitted to a surveying officer and disposed of as indicated in paragraph 717, or it may be submitted to an inspector without prior action of a surveying officer.

Property of the second class will be submitted to an inspector without prior action of a surveying officer.

Property of the third class will be submitted to a surveying officer, except as provided in paraagraph 1073 in case of public animals, and unless destroyed under the provisions of paragraph 717 will subsequently be submitted to an inspector. The inventory and inspection reports will be accompanied by the report of the surveying officer.

In the application of this paragraph to articles of the unit accountability equipment furnished by the Engineer or Ordnance Department, articles pertaining to the reconnnaissance and surveying equipment of posts and forts, and miscellaneous stores covered by Class X, Ordnance property classification, the following will be considered property of the first class:

1. Articles, not under the supervision of an armament officer, rendered unserviceable, due to fair wear and tear in the service, which have no salable value after parts useful in repair have been removed.

2. Unserviceable articles not under the supervision of an armament officer, which can not be economically repaired with the facilities available and for the disposition of which specific instructions have been given by the Engineer or Ordnance Department.

3. Unserviceable articles pertaining to artillery and machine-gun matériel, under the supervision of the armament officer when specifically given in War Department publications or orders as falling within the provisions of this paragraph. All other unserviceable articles and parts of artillery and machine-gun matériel under charge of armament officers, including guns, mounts, vehicles, sights, and fire-control instruments, will, when replaced, be shipped to an arsenal or submitted to a surveying or inspecting officer with a view to condemnation, as directed by the armament officer under the instructions of the Chief of Ordnance.

Arms for which a test for determining unserviceability is definitely prescribed, and which have not been subjected to the same, are excepted from the application of the above.

Property falling under the classifications indicated in paragraphs 913 and 1566 will not be considered subject to the provisions of this paragraph until the necessary permission for its submission to a surveying officer or inspector has been obtained. (*C. A. R., No. 30.*)

679. Empty barrels, boxes, crates, and other packages, together with metal turnings, scrap metals, ground bone, and other waste products which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, will be disposed of in the manner prescribed for property condemned and ordered sold in paragraph 680. At arsenals and depots where such accumulations have considerable money value proposals will be invited for specific lots and quantities, or for the accumulations of definite periods, as the head of the department to which the property pertains may deem best suited to the public interest.

680. Military stores and public property condemned and ordered sold will be disposed of for cash at auction, or to the highest bidder on sealed proposals, on due public notice, and in such market as the public interests may require. The officer making the sale will suspend it when in his opinion better prices can be obtained, except in the case of condemned animals, the disposition of which is provided for in paragraph 1073. The auctioneer's certified detailed account of the sale, and the vouchers for the expenses attending it, will be

reported on the proper forms to the chief of the bureau to which the property pertained.

681. Public property which has been condemned, or the issue price of which has been reduced as the result of a survey or inspection, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction.

PROPERTY DAMAGED, LOST, DESTROYED—REWARDS.

682. Causes of damage to, and of loss and destruction of, military property are classified as follows:

1. Unavoidable causes, being those over which the responsible officers have no control, occurring (*a*) in the ordinary course of service, or (*b*) as incident to an active campaign.

2. Avoidable causes, being those due to carelessness, willfulness, or neglect.

683. Officers responsible for public property will be charged for any damage to or loss or destruction of the same, and the money value will be deducted from their monthly pay, unless they show, to the satisfaction of the Secretary of War, by their own affidavits, or by their certificates, supported by one or more affidavits, that the damage, loss, or destruction was occasioned by unavoidable causes and without fault or neglect on their part.

684. Oaths, where required in the administration of the affairs of the Army, will be taken (except when otherwise specially provided) before an officer of the Army authorized by the provisions of the one hundred and fourteenth article of war to administer oaths; or before an officer authorized by the laws of the United States or by the local municipal law to administer oaths. (*C. A. R., No. 55.*)

685. If an article of public property be lost or damaged by the neglect or fault of any officer or soldier, he shall pay the value thereof, or the cost of repairs, at such rates as may be determined by a survey of the property.

686. The amount charged against an enlisted man on the pay rolls on account of loss or damage of, or repairs to, Government property shall not exceed the value of the article or cost of repairs; and such charge will only be made on conclusive proof, and never without a survey, if the soldier demand it. He will be informed at the time of signing the pay rolls that his signature will be regarded as an acknowledgment of the justice of the charge.

687. When a deserter carries away public property, or when such property is lost through his desertion, its value will be determined by a survey and charged against him on the next pay rolls, as prescribed in paragraph 116.

688. If articles of public property are embezzled, or lost or damaged through neglect, by a civilian employee, the value or damage as ascertained (and by a survey if necessary) shall be charged to him and set against any pay or money due him.

689. Whenever information is received that animals or other property belonging to the military service of the United States are unlawfully in the possession of any person not in the military service, the quartermaster or other proper officer will promptly cause proceedings to be instituted and diligently prosecuted before the civil authorities for the recovery of the property; and, if the same has been stolen, for the arrest, trial, conviction, and due punishment of the offender and his accomplices.

690. Upon satisfactory information that such United States property, unlawfully in the possession of any parties, is likely to be taken away, concealed, or otherwise disposed of before the necessary proceedings can be had in the civil tribunals for its recovery, the post or detachment commander will at once cause the same to be seized, and will hold it subject to any legal proceedings that may

be instituted by other parties. Persons caught in the act of stealing public property will be summarily arrested by the troops and turned over to the civil authorities for trial.

691. When public property has been lost or stolen and the officer responsible therefor has failed to get possession of it by the ordinary means, the post commander may authorize the quartermaster to offer a reward for its recovery, such reward not to exceed one-fifth of the value of the property lost or stolen, and in no case shall it exceed $50. If the property has been stolen, the reward shall include payment for such information as the claimant possesses in regard to the larceny and recovery of the property as may lead to a conviction of the guilty party.

692. The expenses necessarily incurred by any action under the three preceding paragraphs, with the exception of attorney's fees, will be paid by the Quartermaster Corps, upon proper vouchers approved by the department commander. Officers will promptly report their action to department headquarters.

PROPERTY ACCOUNTABILITY.

693. All public property, whether paid for or not, must be accounted for on the proper returns. All public property unaccounted for when discovered by an accountable officer will be taken up and the usual returns rendered therefor. When discovered by officers not accountable for that class of property, or by enlisted men or civilian employees, they shall report the same as soon as practicable to an officer so accountable, who will take it up and account for it. In the absence of such an accountable officer the senior officer, enlisted man, or civilian employee present will take charge of such property and report it to the commander of the department wherein it may be located with a view to its proper disposition.

694. An officer accountable for the public property of two or more companies will account for that pertaining to each, except quartermaster supplies, on a separate return.

695. Accountability for public property will not be transferred to enlisted men, except to ordnance sergeants and quartermaster sergeants, senior grade, and quartermaster sergeants, Quartermaster Corps, at ungarrisoned posts and sergeants of the Signal Corps or enlisted men acting as such. (*C. A. R., No. 52.*)

696. Vouchers for issues or expenditures of property not authorized by regulations will be accompanied by copies of the orders directing the issues or expenditures.

697. An officer will have credit for an expenditure of property made in obedience to the order of his commanding officer. If the expenditure is disallowed, it will be charged to the officer who ordered it.

698. Public property expended in the military service will be accounted for by the certificate of the accountable officer, and property lost or destroyed will be accounted for by the affidavit of the responsible officer, or by his certificate supported by one or more affidavits. These certificates and affidavits will accompany the return covering the period during which the expenditure occurred or the loss or destruction was discovered; but in exceptional cases, when it is impracticable to submit such certificate, and affidavits with the return, these delayed vouchers, together with the reasons for not transmitting the same, will be specified upon the return, and they will be forwarded, as soon as practicable, properly numbered and indorsed, to the proper bureau of the War Department.

699. When an enlisted man has, by a court-martial, been convicted of losing or damaging public property, the officer accountable for the property will send

with his property return a certified copy of so much of the court-martial order as refers to the case, giving number, date, and place of issue of the order, and stating on the face of said copy the rolls on which the charges are made.

700. Should an officer or agent of the Government charged with public property fail to render the prescribed returns thereof within a reasonable time, a settlement of his accounts will be made by the proper bureau of the War Department, and the money value of the property with which he is charged will be reported against him for stoppage.

701. All returns of stores or supplies will be rendered as required by regulations or orders. Those of subsistence stores will be forwarded within 10 days after the expiration of the accounting periods and those of other classes of stores and property within 20 days to the chiefs of bureaus to which they pertain. In cases in which complete transfer of property from one officer to another occurs within an accounting period, a return will be forwarded by the officer making the transfer within 20 days after the date of such transfer; but when ordnance property is transferred by a commanding officer of an ordnance establishment, by a coast defense ordnance officer, or by a post ordnance officer, and when submarine mine property is transferred by a coast defense artillery engineer, within an accounting period, the transfer of accountability will be made on the current return, which will be completed and rendered by the officer accountable at the close of the accounting period.

ADMINISTRATIVE EXAMINATION OF PROPERTY RETURNS.

702. As soon as possible after the receipt of a return by the proper chief of bureau, it will be examined in his office, and the officer making the return will be notified of all errors and irregularities found therein and granted three months to correct them. Suspensions or disallowances will not be made on account of slight informalities which do not affect the validity of a voucher, but the officer's attention may be called to them. Whenever the errors have been corrected or compensation has been made for deficient articles, and the action of the bureau chief is sustained or modified by the Secretary of War, the return will be regarded as settled, and the officer who rendered it will be notified accordingly.

703. If the necessary corrections in the return be not made within the prescribed time, the facts will be reported to the Secretary of War. When it shall have been determined that the money value of the property for which an officer has failed to account shall be refunded to the United States, the proper chief of bureau will forward to the Auditor for the War Department a certificate setting forth the condition of the officer's property return, with the statement that it includes all charges made up to its date and not previously certified, and that he has had a reasonable opportunity to be heard and has not been relieved of responsibility. Such certificate, when received, will raise a charge on the books of the Treasury Department against the officer until refundment shall have been made.

ARTICLE LIV.

LANDS, BUILDINGS, AND IMPROVEMENTS.

704. Land shall not be purchased for the United States except under an act of Congress authorizing the purchase, nor shall public money be expended for the erection of armories, arsenals, forts, fortifications, or permanent buildings of any description thereon, until the written opinion of the Attorney General

shall have been obtained announcing the validity of the title thereof in the Government, nor, if the land be within any State, until jurisdiction over it shall have been ceded to the United States by the legislature of the State, or such cession of jurisdiction shall have been expressly waived by Congress.

705. All papers relating to the Washington Aqueduct and public buildings and grounds in the District of Columbia will be filed in the office of the Chief of Engineers. All other deeds and papers pertaining to the title or sale of, and any lease, grant, license, or easement of, upon, or over any military reservation or other lands under the jurisdiction of the War Department will be filed in the office of the Judge Advocate General. When any such papers come into the possession of any bureau they shall within five days thereafter be transferred to the office of the Judge Advocate General.

706. Permanent military buildings will be constructed only under special authority granted by an act of Congress, unless the work or labor connected therewith is performed by troops, and in such case the authority of Congress must first be obtained if the estimated cost of the building or structure exceeds $20,000.

707. Permanent barracks, quarters, or other buildings, or piers or wharves, will not be erected or constructed except by the order of the Secretary of War, and in accordance with plans approved by him; nor will any material alterations be made in public buildings unless like authority is first obtained; nor will any expenditures exceeding $500 be made upon any building or grounds at any post, fort, arsenal, or depot without the approval of the Secretary of War and upon detailed estimates submitted to him.

708. A copy of the plat of the lands at each post, fort, arsenal, and depot, furnished from the proper bureau, will be carefully preserved in the office of the commanding officer.

708½. The route and location of duct lines and trenched cables on posts and other military reservations will be carefully recorded and copies of these records, obtained from the department concerned, will be furnished by the commanding officer to the respective post quartermasters. Coast defense and post commanders will exercise care in issuing instructions or granting permits for digging in the vicinity of any military underground electrical cable in order to diminish the possibility of damage thereto. Officers in charge of construction will in all cases see that no excavating or trenching is done on any post or other military reservation without previously ascertaining the location of the cables and ducts installed thereat and determining that these will not be injured by the contemplated work. (*C. A. R., No. 55.*)

709. Whenever a public building at a military post or station in the United States is destroyed or seriously damaged by fire, storm, or other natural cause, the post or station commander will make immediate report of that fact by telegraph directly to The Adjutant General of the Army, stating the numerical or other designation of the building involved and the date and cause of the destruction or damage, and will make a like report to the department commander if the post or station is under his command. When the destruction or damage occurs at a general depot of supply, a general hospital, or an arsenal or armory, or involves a building owned or leased by the Government and used for military purposes, but not located on a military reservation, the officer in charge, in addition to making the telegraph report hereinbefore prescribed to the head of the staff bureau of the War Department to which any such building may pertain, will make a like report by telegraph directly to The Adjutant General of the Army.

In the Philippine and Hawaiian Departments telegraphic report of the damage or destruction of such buildings will be made to the department com-

manders, who will cable the report to The Adjutant General of the Army if the case is of more than minor importance.

In addition to the foregoing, the estimated damage and the cost of repairs or reconstruction will be reported upon by a board of officers, to be appointed for the purpose by the post commander when the building is located at a military post, and to be appointed in orders from the office of The Adjutant General of the Army in all other cases, except in the Philippine and Hawaiian Departments, where the board will be appointed by the department commanders. In the event that the destruction or damage is not due to natural causes, the board will make a thorough investigation with a view to fixing the responsibility for such destruction or damage, and will make such recommendation with respect thereto as the case may demand. The report of the board will be forwarded through military channels to The Adjutant General of the Army.

The action contemplated by this paragraph will apply, as far as practicable, in the case of loss or destruction of or damage to an Army transport, Army mine planter, cable ship, or other vessel owned or operated by the War Department.

ARTICLE LV.

Surveys of Property.

710. Public property which has been damaged, except by fair wear and tear, or is unsuitable for the service, before being submitted to an inspector for condemnation, will be surveyed by a disinterested officer, preferably the summary court officer.

711. The surveying officer will be designated by the commanding officer of the regiment, separate battalion, post, or station, from the field officers of his command whenever practicable. Such officer may, however, be appointed by the commanding officer of a department, field army, division, brigade, or district. If none but the commanding officer and interested officers be present for duty, then the commanding officer will survey the property. When only the responsible or interested officer is present, he will not appoint himself surveying officer, but will furnish the next higher administrative commander his certificate of facts and circumstances, supported by the sworn testimony of witnesses, or by the affidavits of enlisted men or others who are cognizant thereof. Should the case thus presented not be considered satisfactory, or in a case in which only interested officers with opposing interests are present for duty at the post or station, the next higher administrative commander may make the necessary investigation. In cases where the property in question has been previously acted upon, the officer making the investigation will be so informed and the previous reports will be considered. (*C. A. R. No. 30.*)

712. The surveying officer must fully investigate matters submitted to him. He will call for all evidence attainable, and will not limit his inquiries to proofs or statements presented by parties in interest. He will rigidly scrutinize the evidence, especially in cases of alleged theft or embezzlement, and will not recommend the relief of officers or soldiers from responsibility unless fully satisfied that those charged with the care of property have performed their whole duty in regard to it. He should hear in person or by deposition all persons concerned in the subject matter before him. In no case, however, will his report take the place of the evidence required in paragraph 683.

713. The person responsible for public property to be surveyed will, in all cases, furnish the original certificates and affidavits upon which he relies to be relieved from responsibility, together with the duly attested copies of such

certificates and affidavits that are to accompany the report of survey. Whenever loss or destruction of, or damage to, public property, requiring the action of a surveying officer, occurs, such action will be requested by the responsible officer as soon as practicable and in every case within 30 days after discovery of the loss, destruction, or damage, unless exceptional circumstances, which will be explained by the officer's certificates, prevent such action within that period.

714. Any officer of the Army detailed to conduct an investigation, and the recorder, and, if there be none, the presiding officer of any military board appointed for such purpose, shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation.

715. The surveying officer can not condemn public property. His action is purely advisory. He will ascertain and report facts, submitting opinions and making recommendations upon questions of responsibility which may arise through accident, mistake, or neglect. For example, he investigates and determines questions involving the character, amount, and cause of damage or deficiency which public property may have sustained in transit, store, or use, and which is not the result of ordinary wear and tear of the service, and reports the investigation made, his opinions thereon, and fixes responsibility for such damage or deficiency upon the proper party. He makes inventories of property ordered to be abandoned when the articles have not been enumerated in the orders for abandonment. He recommends the prices at which damaged clothing may be issued and the proportion in which supplies shall be issued in consequence of damage or deterioration that renders them, at the usual rate, unequal to the regulation allowance, fixing in each instance responsibility for actual condition. He verifies the discrepancy between invoices and the actual quantity or description of property transferred from one officer to another, fixes definitely amounts received for which the receiving officer must receipt, and ascertains, as far as possible, where and how the discrepancy has occurred.

716. The report will be prepared in triplicate and will then be submitted to the convening authority for approval or disapproval. Separate reports will be made for each staff department concerned.

717. On the approved recommendation of a surveying officer the following classes of property may be destroyed: (1) Clothing infected with contagious disease; (2) stores that have become so deteriorated as to endanger health or injure other stores; and (3) unserviceable property of no salable value submitted to a surveying officer under the provisions of paragraph 678. The decision of the commanding officer will be final as to whether such property has salable value.

When in the application of this paragraph under (3), to ordnance stores, the value of the stores to be destroyed on any survey shall bring the total for the quarter for any organization in excess of the amounts hereinafter given, the approval of the next higher administrative commander shall first be obtained.

Cavalry troops and Engineer and Signal Corps companies, $300.

Batteries of Field Artillery, $500.

Infantry and Coast Artillery companies and all other cases, $150.

When the disposition of unserviceable articles is covered by specific instructions of any of the supply departments, they will be disposed of in accordance with such instructions in lieu of being destroyed under the provisions of this paragraph, but requests for specific instructions will not be submitted in individual cases instead of placing the property before a surveying officer or inspector.

Before ordering the destruction of property or stores under the provisions of this paragraph the commanding officer will personally inspect the same and will be held responsible that the conditions justify the action. In case the invoice value of the stores involved exceeds $500, the approval of the next higher administrative commander will be obtained before destruction of the property, as provided in paragraph 719. A certificate of the witnessing officer that the property has been destroyed as authorized will be appended to the report. (*C. A. R., No. 30.*)

718. When the value of the property submitted for survey or the loss or damage to be inquired into does not exceed $500 the report will be considered complete, for submission as a property voucher, upon the approval of the appointing authority, if the interested officer does not request the action of the next higher administrative commander. One copy will then be forwarded to the commanding officer of the post, if a general officer, otherwise to department headquarters, and the others delivered to the officer accountable.

719. Should the appointing authority be the responsible or interested officer, or should the report be disapproved by the appointing authority, or should the report hold the accountable officer responsible, or should the value of the property submitted for survey or the loss or damage to be inquired into exceed $500, or should the officer pecuniarily interested request it, the report in triplicate will be forwarded to the next higher administrative commander for review, and with his action is complete. But all reports of surveys of property, whatever their nature or the amounts involved, are subject on call to such review of the next higher administrative commander as the merits of the case or the interests of the Government may require. When a next higher administrative commander acts on a report of survey as herein contemplated he will cause such action to be noted on all three copies of the report. One copy will then be filed at department headquarters and the others sent to the accountable officer, except when the latter is held responsible, when one copy only will be sent to him and the remaining copy forwarded directly to the chief of bureau to which the property pertains.

720. The reports of a survey which recommend the relief of officers and enlisted men from responsibility should not be approved unless full and careful investigation and convincing proof to sustain the findings appear.

721. When the approved report of a surveying officer holds a common carrier, or a person not in the military service of the United States, responsible for the loss of or damage to public property or stores, steps will at once be taken to make collection from the party so held responsible. Public property that has been in transit will be carefully checked upon arrival at its destination by the receiving quartermaster with the bill of lading or manifest in order to ascertain whether the carrier has fully carried out all obligations imposed upon him. Should any discrepancy, loss, or damage be found, the receiving quartermaster will at once make application for a surveying officer by whom the facts will be fully investigated (unless the carrier voluntarily assumes liability for the loss) and the money value of the damage or deficiency will be charged to the party responsible therefor, whether it be the invoicing officer or the carrier. The property will be delivered by the receiving quartermaster to the officer to whom it is invoiced or to other proper consignee with a statement of the deficiency or damage and that action by a surveying officer has been requested. Upon approval, the authority that approves the reports of the surveying officer will transmit 1 copy to the receiving quartermaster, 1 copy to the officer to whom the property is invoiced, and 1 copy to department headquarters.

In case the report of the surveying officer finds the invoicing officer responsible, 1 copy of the report will be sent to the invoicing officer instead of to the receiving quartermaster. In case the responsibility is fixed upon the carrier the receiving quartermaster will note on the bill of lading the deductions which shall be made for such loss or damage by the quartermaster who pays the account, and will attach to the bill of lading 2 copies of the approved report of the surveying officer. The quartermaster who pays the account will make the deduction and refund the amount stopped to the proper department in the following manner, for example: If from an account of $100 for transportation services there is a deduction of $25 for ordnance stores lost, the quartermaster will take credit under the proper item number of "Supplies, services, and transportation," for $75 paid to the carrier, and also for $25 deposited to the credit of the Treasurer of the United States on account of "Replacing ordnance and ordnance stores"; but if the deduction is on account of supplies lost by the carrier, pertaining to the appropriation "Barracks and quarters," he will take credit on his account current, under the proper item number of "Supplies, services, and transportation," for $25 as carried to "Barracks and quarters," under which head he will charge himself with that amount. If, in any instance, collection can not be made, that fact, together with reasons therefor, will be reported to the proper chief of bureau. (*C. A. R., No. 42.*)

Should the officer to whom the property is invoiced on receipt of the same discover loss, damage, or discrepancy not noted by the receiving quartermaster, he will at once make application for a surveying officer, notifying the receiving quartermaster of the action.

In the case of shipments to the Philippine Islands via commercial lines, the receiving quartermaster is authorized to accomplish bills of lading on the receipt of stores, noting thereon the value of the stores lost or damaged, as shown by the invoices, plus the cost of transportation, settlement to be made with the carriers with proper deduction to cover the value of the stores and the cost of transportation, final settlement to await the action of a surveying officer, to be called for immediately by the receiving officer.

722. Properly approved reports of surveys of property may be submitted as vouchers to property returns. They are not to be considered as conclusive until accepted by the Secretary of War. Until then they are to be regarded simply as the opinions and recommendations of disinterested officers, to aid in the settlement of questions of accountability between the Government and the individuals concerned. If, on examination in the proper bureau, they exhibit serious errors, or defects either of investigation or of finding, they will not be accepted as sufficient vouchers, and the officer submitting them will be duly notified, that he may have opportunity to make explanations or appeal to the Secretary of War.

723. At posts or stations not under the control of department commanders commanding officers will be governed by these regulations in appointing surveying officers and acting upon their reports, but in cases referred to in paragraph 719 will forward the papers to the chiefs of bureaus to which the property pertains.

724. Whenever a report of a survey recommends a stoppage against an enlisted man and the recommendation is approved, the appointing authority will cause a copy of the report to be furnished to the company commander, who will charge the amount on the next pay rolls of the company.

725. If an inspection of property follows the report of a survey thereon, one copy of the proceedings will accompany the inventory and inspection report which is transmitted for approval, and will afterwards be returned to be used as a voucher to the officer's returns, and another, with the inventory and inspection report, will be filed by the officer with his retained papers.

726. Compensation may be made under the provisions of the act of Congress approved March 3, 1885, as extended by the act of Congress approved March 4, 1915, for private property of officers or enlisted men lost or destroyed in the military service under any of the following circumstances:

1. Without fault or negligence on the part of the claimant, and on account of some exigency or necessity of the military service.

2. Where the private property so lost or destroyed was shipped on board an unseaworthy vessel by order of an officer authorized to give such order or direct such shipment.

3. Where it appears that the loss or destruction of the private property of the claimant was in consequence of his having given his attention to the saving of the property belonging to the United States which was in danger at the same time and under similar circumstances.

4. For the loss of or damage to the regulation allowance of baggage of officers and enlisted men sustained in shipment under orders, to the extent of such loss or damage over and above the amount recoverable from the carrier furnishing the transportation, provided such loss or damage occurred on or after March 4, 1915.

Compensation will not be made for losses sustained in time of war or hostilities with Indians, and claim for compensation must be presented within two years from the occurrence of the loss or destruction. Each claim for compensation will be forwarded, through military channels, to the Auditor for the War Department and will, if possible, be accompanied by the proceedings of a board of officers showing fully the circumstances of the loss. All personal property for the loss or destruction of which payment is claimed must be enumerated and described in the proceedings of the board of officers, but the board will recommend payment for only such articles as in the opinion of the board were reasonable, useful, necessary, and proper for the claimant to have in the public service in the line of duty.

As in most cases the property for which compensation is claimed has been more or less worn, the board will determine the value of each particular article and recommend the amounts to which claimants may be entitled. (*C. A. R., No. 25.*)

ARTICLE LVI.

Civilian Employees.

GENERAL PROVISIONS.

727. In the staff corps and departments the employment of civilians will be regulated by the respective chiefs of bureaus under the direction of the Secretary of War. Those whose services are engaged with the intention or probability of retaining them in the service are considered permanent employees. Their appointment, dismissal, promotion, or reduction will be made, under the supervision of the respective chiefs of bureaus, by the officers employing them, except as controlled by statute or the civil service rules; but in selections for such employment preference will be given, as far as practicable, to applicants who have served meritoriously as enlisted men in the Army, and the appointments and promotions of all permanent employees, except laborers, teamsters, and others of similar or kindred occupations, will be submitted for the approval or confirmation of the Secretary of War.

728. The clerks and messengers authorized by the act of Congress of August 6, 1894, will be employed and apportioned to the several headquarters and stations by the Secretary of War, and will not be transferred without his

authority. All messenger service at the several department headquarters, except for staff officers not assigned to the headquarters staff, and, as far as practicable, all clerical services thereat, will be performed by this class of employees.

729. Department commanders will confine expenditures for civilian employees within the allotments for the purpose made under the direction of the Secretary of War.

730. Civil engineers, clerks, inspectors, storekeepers, packers, watchmen, messengers, teamsters, mechanics, and laborers will, as a rule, be engaged by the month, day, or piece, and paid at the end of each calendar month. They will be designated upon the rolls in the capacity in which employed and at the rates established. When discharged and not paid, certified statements will be given them.

731. Eight hours shall constitute a day's work for all mechanics, laborers, and workmen employed by the several staff departments. The service of mechanics and laborers employed by contractors in the execution of public works, including the construction of barracks, quarters, or other buildings on military reservations, is also limited and restricted to eight hours in each calendar day, and no officer or contractor shall require or permit any such laborer or mechanic to work more than eight hours in any calendar day except in cases of extraordinary emergency. There are excepted from the operation of this rule: (1) The officers and crews of vessels; (2) teamsters, packers, and other employees belonging to wagon and pack trains when engaged in field service or in the prosecution of military operations; (3) persons employed as cooks and cooks' helpers, overseers of labor of prisoners, and others who, owing to the nature of their employment being peculiar, may be decided by the Secretary of War, upon the facts being reported to him, to be neither laborers nor mechanics within the meaning of the eight-hour law. All exceptions on the ground of extraordinary emergency will be promptly reported to the Secretary of War.

All contracts for the execution of public works, including the erection of buildings for the use of the Military Establishment, will contain a stipulation restricting the service of mechanics and laborers to eight hours per day, and officers charged with the supervision and execution of such contracts will report all violations of such stipulation to the head of the bureau charged with the prosecution of the work.

TRAVELING EXPENSES.

732. For authorized journeys of civilian employees of any branch of the military service transportation requests will be obtained when practicable, but will be obtained in every case for travel over bond-aided railroads.

733. Reimbursement of actual expenses when traveling under competent orders will be allowed, under the following heads, to civilians in the employ of any branch of the military service, excepting the expert accountant of the Inspector General's Department and those mentioned in paragraph 734, viz:

1. Cost of transportation over the shortest usually traveled route, when it was impracticable to furnish transportation in kind on transportation requests.

2. Cost of transfers to and from railroad stations, not to exceed 50 cents for each transfer.

3. Cost of one lower berth in a sleeping car, seat in a parlor car, or customary stateroom accommodations on boats and steamers when extra charge is made therefor.

4. Fees to expressmen and porters on arrival at and departure from hotels and stations not to exceed 10 cents in each case when the service is rendered in connection with the transportation of baggage; fees for checking baggage at stations and hotels not to exceed 10 cents for each piece checked; and fees

to sleeping-car and parlor-car porters not to exceed 25 cents per day, or 10 cents when the car is used in daytime only.

5. Cost of meals, including tips, not to exceed $4.50 a day while en route when meals are not included in the transportation fare paid, and not to exceed $4.50 a day for meals, tips, and lodgings during necessary delay en route, and when meals are included in the transportation fare paid tips for meals not to exceed 15 cents each.

6. Cost of meals and lodgings, including baths, tips, and laundry work, not to exceed $4.50 a day for the first 30 days while on duty at places designated in the orders for the performance of temporary duty and a flat per diem allowance of $1 a day after the first 30 days of temporary duty at any one place. In time of actual war no such reimbursement of expenses or per diem allowance will be allowed to the civilian employees specified who accompany troops in the field, but in lieu thereof the allowance of tents prescribed by the War Department and a ration will be furnished such employees.

7. In lieu of reimbursement for the actual expenses provided in sections 5 and 6, civilian employees, when their orders so prescribe, may be allowed a flat per diem allowance not exceeding $4 when traveling and when on duty for the first 30 days at places designated in their orders for the performance of temporary duty, but no per diem allowance will be allowed for temporary duty to civilian employees who in time of actual war accompany troops in the field, nor for travel on Army transports. Where a period of travel or temporary duty includes fractional parts of a calendar day the allowance for fractional parts will be as follows:

1. If in travel status, the day will be divided into three fractional parts, and allowance of $1.33⅓ being made for each meal.

2. If not in travel status, the day will be divided into four fractional parts, an allowance of $1 being made for each of 3 meals and $1 for lodging.

A statement will accompany each voucher showing the following data:

Time of departure from permanent station.
Time of arrival at temporary station.
Time of departure from temporary station.
Time of arrival at permanent station.

The provisions of paragraph 735, in so far as they require the keeping of a memorandum of the actual expenses incurred and taking of receipts, have no application to civilians operating under conditions which entitle them to a per diem allowance, except for the period while actually traveling and then only for such items of expenses as are not embraced within the per diem allowance. (*C. A. R., Nos. 13, 18, 25, 27, and 45.*)

734. Mechanics, laborers, teamsters, and employees of similar character, traveling under competent orders, will be entitled to such actual and necessary expenses of transportation and subsistence or per diem allowance in lieu of subsistence, not exceeding $4, as may be authorized by the chief of bureau which pays the accounts. Those entitled to rations under paragraph 1203 will not be allowed commutation therefor, and if it be impracticable for them to carry food, a ration and savings account will not be opened for them for the period during which they are traveling.

Commanding officers of troops in the field may order civilian employees to nearest Army hospital for treatment when adequate medical service is not available at their stations. On recovery such employees should be returned to their stations for duty by the proper commanding officer. In all cases, where practicable, orders should be issued based on a medical certificate. (*C. A. R., No. 13.*)

735. None but the authorized items of traveling expenses of civilians will be allowed. A true memorandum of the actual expenses paid from day to day will be kept and the expenses will be fully itemized upon the voucher, which will be properly sworn to by the person rendering it. Receipts for lodging (European plan) or for board and lodging (American plan) must be furnished when practicable to obtain them, showing the dates for which the charge is made and the first and last meal or lodging. Charge for lodging pertains to the day in which the night for which the lodging was procured began. Receipts will not be required for meals except where included with lodging on the American plan, nor for railroad or steamboat fares, hack fares, baggage transfers, car fare, tips, or fees, or similar expenses. For all other expenses receipts will be taken, unless it is impracticable to obtain them, when the reason for not obtaining receipts must be explained on the voucher. The usual Pullman berth check or seat check will be a sufficient receipt for sleeping-car or parlor-car accommodations.

736. The allowances hereinbefore provided for the subsistence of civilian employees cease upon the arrival of the employees at the destination mentioned in their orders for travel; they must then subsist on their rations, if entitled to them, or provide for their subsistence out of their regular pay.

737. Pay clerks, Quartermaster Corps, and the expert accountant, Inspector General's Department, will be entitled to mileage at the same rates and under the same conditions as is provided by law for officers of the Army.

738. Actual traveling expenses, as contemplated in the preceding paragraphs, are paid by the following departments, viz:

ORDNANCE DEPARTMENT.—To employees at arsenals and armories (cost of transportation included), from appropriations for the service of the Ordnance Department.

ENGINEER DEPARTMENT.—To employees on public works and fortifications (cost of transportation included) from appropriations made specifically for the work.

QUARTERMASTER CORPS.—To civilians summoned as witnesses before, and authorized civilian reporters of, military courts; to employees of the Quartermaster Corps, and to other employees of the Army not above provided for.

739. When officers of the staff departments change station the transfer of clerks or other employees to the new stations at the expense of the United States is prohibited, except in cases of urgent necessity, for which the sanction of the Secretary of War will be first obtained.

ARTICLE LVII.

STAFF ADMINISTRATION.

740. The supply, payment, and recruitment of the Army, and the direction of the expenditures of the appropriations for its support, are by law intrusted to the Secretary of War. He exercises control through the Chief of Staff and the bureaus of the War Department. He determines where and how particular supplies shall be purchased, delivered, inspected, stored, and distributed.

741. The exercise by the President of his power to call the Organized Militia into the service of the United States, or to raise volunteers, authorizes the chiefs of the supply departments of the Army to equip and supply said forces in the manner authorized by the Army and Field Service Regulations, limited only by available appropriations.

742. When a chief of bureau of the War Department desires to change the station of an officer or enlisted man of his department, or to send him on duty

peculiar thereto (except as hereinafter authorized), he will apply to The Adjutant General of the Army for the necessary orders, setting forth the reasons for the change or the purpose of the journeys. Journeys, not involving change of station, to be performed by officers of the Corps of Engineers on duty peculiar to fortification work or to river and harbor or other civil work, may be ordered by the Chief of Engineers when such officers are subject to his immediate orders, and similarly may be approved by him under paragraph 73. District engineer officers may issue orders to their military assistants for journeys to be performed by them on duty peculiar to fortification work or to river and harbor or other civil work within the geographical limits of their respective districts and may approve such travel under paragraph 73.

743. The assignment to stations of officers or enlisted men of the staff departments, except as provided in the Field Service Regulations, will be made by the War Department or by commanders of territorial departments under the special authority of the War Department. The commander of a department who, in consequence of the movement of troops or other necessity of service, removes an officer from the station to which he has been assigned by the War Department will promptly report the case to The Adjutant General of the Army. (*C. A. R., No. 52.*)

744. When business upon which a board of officers is to be assembled is solely within the sphere of duty of a particular staff department, and the members thereof are to be selected from the same, the chief of such department will call the board if it is to meet at a post or station under his immediate control and is to be composed only of officers serving thereat; otherwise the order appointing it will be issued by direction of the Secretary of War.

745. Copies of all important communications from a bureau of the War Department to a disbursing officer on the staff of a department commander, which concern service in such department, will be sent direct to the department commander.

746. Staff officers assigned to the command of an officer are under his supervision and control in all matters pertaining to or affecting the command and in all other matters which are not specially excepted from such control by the regulations or orders of the War Department.

747. Commanders of departments, in order to avoid unnecessary clerical labor and accumulation of papers, will call upon officers under their orders for only such abstracts or reports, in addition to those required by regulations, as may be needed for proper adminstration, but will not require regular reports and returns at stated times without the authority of the War Department.

748. Commanding officers will cause returns, requisitions, and estimates pertaining to their respective commands to be promptly made and forwarded.

749. Officers doing duty as staff officers of military posts and commands will submit their estimates and requisitions for supplies, property, and money to their immediate commanding officers for revision and approval, who will carefully examine estimates and requisitions and satisfy themselves that money or articles asked for are in amount, quantity, and kind actually required for the public service during the period covered.

750. The chief of each branch of the staff of any command will carefully revise the estimates and requisitions for money and supplies for the command in so far as his particular branch is concerned. He will ascertain and recommend the cheapest markets and most economical routes of transportation. Such officers will receive from their commanders timely instructions as to all contemplated movements of troops and as to any probable increase or diminu-

tion of the garrison at any particular post, that a proper and economical distribution of supplies may be made.

751. It is the duty of commanding officers to enforce rigid economy in public expenditures and to correct all irregularity and extravagance which they may discover; to see that disbursements are economically made and that public property is protected; to scrutinize carefully all contracts and vouchers for disbursements; and to guard the public interests in every particular.

ARTICLE LVIII.[1]

General Staff Corps.

752. The General Staff Corps, created in conformity to the act of Congress approved February 14, 1903, is composed of officers of the grades and number specified in said act, detailed for service in said corps for a period of four years unless sooner relieved, under rules of selection prescribed by the President. Upon being relieved from duty in the General Staff Corps officers return to the branch of the Army in which they hold permanent commissions, and except in case of emergency or in time of war are not eligible to further detail therein until they have served for two years with the branch of the Army in which commissioned. This ineligibility does not apply to any officer who has been relieved prior to the expiration of four years' duty with the corps; but such officer will become ineligible as soon as he shall have completed a total of four years of said duty. While serving in the General Staff Corps officers may be temporarily assigned to duty with any branch of the Army.

753. The law establishes the General Staff Corps as a separate and distinct staff organization, the chief of which has supervision, under superior authority, over all branches of the military service, line and staff, except such as are exempted therefrom by law or regulations, with a view to their coordination and harmonious cooperation in the execution of authorized military policies.

754. The General Staff Corps, under the direction of the Chief of Staff, is charged with the duty of investigating and reporting upon all questions affecting the efficiency of the Army and its state of preparation for military operations, and to this end considers and reports upon all questions relating to organization, distribution, equipment, armament, and training of the military forces (regulars, volunteers, and militia), proposed legislative enactments and general and special regulations affecting the Army, transportation, communications, quarters, and supplies; prepares projects for maneuvers; revises estimates for appropriations for the support of the Army and advises as to disbursement of such appropriations; exercises supervision over inspections, military education and instruction, examinations for the appointment and promotion of officers, efficiency records, details and assignments, and all orders and instructions originating in the course of administration in any branch of the service which have relation to the efficiency of the military forces; prepares important orders and correspondence embodying the orders and instructions of the President and Secretary of War to the Army; reviews the reports of examining and retiring boards, and acts upon such other matters as the Secretary of War may determine.

755. The General Staff Corps, under like direction, is further charged with the duty of preparing plans for the national defense and for the mobilization of the military forces (including the assignment to armies, corps, divisions, and other headquarters of the necessary quota of general staff and other staff

[1] This article is subject to the provisions of the order of the Secretary of War of April 14, 1906.

officers), and incident thereto with the study of possible theaters of war and of strategic questions in general; with the collection of military information of foreign countries and of our own; the preparation of plans of campaign, of reports of campaigns, battles, engagements, and expeditions, and of technical histories of military operations of the United States.

756. To officers of the General Staff Corps are committed the further duties of rendering professional aid and assistance to the Secretary of War and to general officers and other superior commanders and of acting as their agents in informing, and coordinating the action of, all the different officers who are subject under the provisions of law to the supervision of the Chief of Staff. They perform such other military duties not otherwise assigned by law as may from time to time be prescribed by the President. Under the authority here conferred officers of the General Staff Corps are intrusted with the executive duties hereinafter indicated.

757. Officers of the General Staff Corps assigned to duty with commanders of armies, divisions, separate brigades, and territorial departments are collectively denominated the General Staff serving with troops. They serve under the immediate orders of such commanders; those not so assigned perform duty under the immediate direction of the Chief of Staff and constitute the War Department General Staff.

758. The assignment of duties to the General Staff Corps does not involve in any degree the impairment of the initiative and responsibility which special staff corps and departments have in the transaction of current business.

War Department General Staff.

759. To facilitate the performance of its duties, the War Department General Staff will be arranged in sections, each under the direction of an officer of the General Staff Corps to be designated by the Chief of Staff. Such committees will be designated in the sections from time to time as may be necessary to facilitate the transaction of business in hand.

760. The War Department General Staff in its several sections and committees stands in an advisory relation to the Chief of Staff in the performance of the duties herein devolved upon him. The distribution of duties to the several sections and committees is regulated by the Chief of Staff.

Chief of Staff.

761. Under the act of February 14, 1903, the command of the Army of the United States rests with the constitutional Commander in Chief, the President. The President will place parts of the Army, and separate armies whenever constituted, under commanders subordinate to his general command; and, in case of exigency seeming to him to require it, he may place the whole Army under a single commander subordinate to him; but in time of peace and under ordinary conditions the administration and control of the Army are effected without any second in command.

The President's command is exercised through the Secretary of War and the Chief of Staff. The Secretary of War is charged with carrying out the policies of the President in military affairs. He directly represents the President and is bound always to act in conformity to the President's instructions. Under the law and the decisions of the Supreme Court his acts are the President's acts and his directions and orders are the President's directions and orders.

The Chief of Staff reports to the Secretary of War, acts as his military adviser, receives from him the directions and orders given in behalf of the President, and gives effect thereto in the manner hereinafter provided. For

purposes of administration the office of the Chief of Staff will constitute a supervising military bureau of the War Department.

Exceptions to this ordinary course of administration may, however, be made at any time if the President sees fit to call upon the Chief of Staff to give information or advice, or receive instructions, directly.

Wherever in these regulations action by the President is referred to, the action of the President through the Secretary of War is included; and wherever the action of the Secretary of War is referred to, the Secretary of War is deemed to act as the representative of the President and under his direction.

The Chief of Staff is detailed by the President from officers of the Army at large not below the grade of brigadier general. The successful performance of the duties of the position requires what the title denotes—a relation of absolute confidence and personal accord and sympathy between the Chief of Staff and the President, and necessarily also between the Chief of Staff and the Secretary of War. For this reason, without any reflection whatever upon the officer detailed, the detail will in every case cease, unless sooner terminated, on the day following the expiration of the term of office of the President by whom the detail is made; and if at any time the Chief of Staff considers that he can no longer sustain toward the President and the Secretary of War the relations above described, it will be his duty to apply to be relieved.

The provisions of paragraph 752 regarding the redetail of an officer who has not completed a total of four years' service apply to the Chief of Staff.

762. The Chief of Staff is charged as limited and provided by law with the duty of supervising, under the direction of the Secretary of War, all troops of the line, the Adjutant General's, Inspector General's, Judge Advocate General's, Medical, and Ordnance Departments, the Quartermaster Corps, the Corps of Engineers, and the Signal Corps. He performs such other military duties not otherwise assigned by law as may be assigned to him by the President.

763. The supervisory power vested by statute in the Chief of Staff covers primarily duties pertaining to the command, discipline, training, and recruitment of the Army, military operations, distribution of troops, inspections, armament, fortifications, military education and instruction, and kindred matters, but includes also, in an advisory capacity, such duties connected with fiscal administration and supply as are committed to him by the Secretary of War.

In respect to all duties within the scope of his supervisory power, and more particularly those duties enumerated in this and the following paragraph, he makes and causes to be made inspections to determine defects which may exist in any matter affecting the efficiency of the Army and its state of preparation for war. He keeps the Secretary of War constantly informed of defects discovered, and under his direction issues the necessary instructions for their correction.

764. Supervisory power is conferred upon the Chief of Staff over all matters arising in the execution of acts of Congress and executive regulations made in pursuance thereof relating to the militia. This supervision is especially directed to matters of organization, armament, equipment, discipline, training, and inspections. Proposed legal enactments and regulations affecting the militia and estimates for appropriations for its support are considered by him, and his recommendations submitted to the Secretary of War.

765. The Chief of Staff is charged with the duty of informing the Secretary of War as to the qualifications of officers as determined by their records, with a view to proper selection for special details, assignments, and promotions, including detail to and relief from the General Staff Corps; also of presenting recommendations for the recognition of special or distinguished services.

766. All orders and instructions emanating from the War Department, and all regulations affecting the Army or the status of officers or enlisted men therein, are issued by the Secretary of War through the Chief of Staff, and are communicated to troops and individuals in the military service through The Adjutant General of the Army.

767. The assignment of officers of the General Staff Corps to stations and duties is made upon the recommendation of the Chief of Staff.

768. In case of absence or disability of the Chief of Staff the senior officer of the General Staff present for duty in Washington shall act as such chief unless otherwise specially directed by the Secretary of War.

769. In the performance of the duties hereinbefore enumerated and in representation of superior authority, the Chief of Staff calls for information, makes investigations, issues instructions, and exercises all other functions necessary to secure proper harmony and efficiency of action upon the part of those placed under his supervision.

The General Staff Serving with Troops.

770. The general staff of a command consists of general staff officers of such number and grades as may be assigned to it on the recommendation of the Chief of Staff.

771. The senior general staff officer on duty with a command shall, unless otherwise directed by the War Department, be the chief of staff of the command. Ordinarily he will be so assigned by the War Department.

772. The duties of the chief of staff of a command are as prescribed for officers of the General Staff Corps in paragraphs 754 to 757, and in addition he will, under direction of the commander of the troops, perform all duties analogous to those devolved by paragraphs 762 to 769 upon the Chief of Staff of the Army. The other general staff officers serving with troops are employed under the direction of the commanders thereof upon the duties prescribed for officers of the General Staff Corps, and they shall perform such other duties within the scope of general staff employment as may be directed by such commanders. General staff officers will not be assigned to other than general staff duties except by special authority of the War Department.

773. The two general officers authorized for the General Staff Corps are detailed by the President from officers of the Army at large not below the grade of brigadier general. All vacancies that may occur in the General Staff Corps in grades below that of brigadier general will be filled on the recommendation of a board of five general officers of the line, not more than two of whom shall be members of the General Staff Corps, convened by the War Department at such times as may be necessary. The board will be sworn to recommend officers solely on their professional efficiency, and on their probable aptitude and fitness for general staff service, and will select such number of officers of the proper grades to fill existing or expected vacancies as the War Department may direct.

ARTICLE LIX.

Adjutant General's Department.

774. The Adjutant General's Department is the department of records, orders, and correspondence of the Army and the militia.

The Adjutant General is charged, under the direction of the Secretary of War, and subject to the supervision of the Chief of Staff in all matters pertaining to

the command, discipline, or administration of the existing Military Establishment, with the duty of recording, authenticating, and communication to troops and individuals in the military service all orders, instructions, and regulations issued by the Secretary of War through the Chief of Staff; of preparing and distributing commissions; of compiling and issuing the Army Register and the Army List and Directory; of consolidating the general returns of the Army; of arranging and preserving the reports of officers detailed to visit encampments of militia; of preparing the annual returns of the militia required by law to be submitted to Congress; of managing the recruiting service, and of recording and issuing orders from the War Department remitting or mitigating sentences of general prisoners who have been discharged from the military service.

The Adjutant General is vested by law with the charge, under the Secretary of War, "of the military and hospital records of the volunteer armies and the pension and other business of the War Department connected therewith"; and of the publication and distribution of the Official Records of the War of the Rebellion. He also has charge of the historical records and business of the permanent Military Establishment, including all pension, pay, bounty, and other business pertaining to or based upon the military or medical histories of former officers or enlisted men.

The archives of The Adjutant General's Office include: All military records of the Revolutionary War; the records of all organizations, officers, and enlisted men that have been in the military service of the United States since the Revolutionary War; the records of the movements and operations of troops; the medical and hospital records of the Army; all reports of physical examination of recruits and all identification cards; the records of the Provost Marshal General's Bureau; the records of the Bureau of Refugees, Freedmen, and Abandoned Lands; the Confederate records, including those pertaining to the legislative, executive, and judicial branches of the Confederate government.

Upon the muster out or discharge of volunteers or militia from the service of the United States all the records that pertain to them, and that have not already been filed in The Adjutant General's Office, will be transferred to and filed in that office.

The Adjutant General takes such steps as are necessary to complete or correct the records in his custody, and answers all calls or inquiries that are answerable from those records and that do not require administrative action by other bureaus of the War Department.

ARTICLE LX.

Military Correspondence.

775. An official letter should refer to one subject only. Letters of transmittal will be used only when necessary, and when used must refer only to the matter transmitted; none are required with rolls, returns, estimates, requisitions, or periodical reports. Telegrams will be followed by official copies sent by first mail in cases of financial transactions of more than trifling importance and in cases in which chiefs of bureaus of the War Department may deem it necessary themselves to send, or to require officers serving under their immediate control to send to them, such copies.

776. Letters will be written, folded, numbered, briefed, marked, and signed; indorsements will be written, numbered, and signed; and inclosures will be numbered and marked as prescribed in orders from the War Department. Models illustrating the system are furnished from The Adjutant General's Office.

777. The post-office address of an officer's station will be given in his official letters. Indefinite expressions of locality, which do not indicate where the letter was written, will not be used.

778. In order to reduce the possibility of confidential communications falling into the hands of persons other than those for whom they are intended, the sender will inclose them in an inner and an outer cover; the inner cover to be a sealed envelope or wrapper addressed in the usual way but marked plainly "Confidential" in such manner that the notation may be most readily seen when the outer cover is removed. The package thus prepared will then be inclosed in another sealed envelope or wrapper addressed in the ordinary manner with no notation to indicate the confidential nature of the contents.

The foregoing applies not only to confidential communications entrusted to the mails or to telegraph companies but also to such communications entrusted to messengers passing between different offices of the same headquarters, including the bureaus and offices of the War Department.

Government telegraph operators will be held responsible that all telegrams are carefully guarded. No received telegram will ever leave an office except in a sealed envelope, properly addressed. All files will be carefully guarded, and access thereto will be denied to all parties except those authorized by law to see the same.

779. Official communications will be signed or authenticated with the pen and not by facsimiles, and if written by order, it will be stated by whose order. Signatures will be plainly and legibly written. By virtue of the commission and assignment to duty, the adjutant general or adjutant of any command transacts the business or correspondence of that command over his own signature; but when orders or instructions of any kind are given, the authority by which he gives the order must be stated. In the absence of a commanding general, his chief of staff, or, if there be none, his adjutant general, in signing the communications to be forwarded to higher authority, will add to his signature the words, "In the absence of the ——— commander."

780. An officer will not be designated in orders nor addressed in official communications by any other title than that of his actual rank.

781. Private correspondence from persons in the military service which they may desire to have forwarded through the dispatch agents of the United States will be addressed, under cover, to the War Department.

782. Except as otherwise specially authorized or required by Army Regulations, all official communications from officers and enlisted men of the Army outside of the War Department intended for the Secretary of War or for any bureau or office of the War Department will be in writing and addressed to The Adjutant General of the Army, who will submit all business, coming to him from the Army, which requires action in the War Department or by the President and which does not come within the jurisdiction of chiefs of bureaus, to the Chief of Staff, to be acted upon by him in conformity to the rules duly prescribed for that purpose by the President or the Secretary of War.

Correspondence of the War Department with the Army will be through or by The Adjutant General of the Army.

783. Communications, whether from a subordinate to a superior, or vice versa, will pass through intermediate commanders. This rule will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge, and over which they are not expected to exercise control. Chiefs of War Department bureaus are intermediate commanders between higher authority and the officers and enlisted men of their respective corps or departments, who are serving under the exclusive control of themselves and

their subordinates. Verbal communications will be governed by the same rules as to channels as written communications. When necessity requires communications to be sent through other than the prescribed channel, the necessity therefor will be stated.

Communications from superiors to subordinates will be answered through the same channel as received.

784. Correspondence between an officer of a staff corps or department and the chief of the War Department bureau in which he is serving, which does not involve questions of administrative responsibility within the supervision of commanding officers outside that staff corps or department nor relate to individual interests or status of a military nature requiring the action of authority outside that staff corps or department, and which is concerned exclusively with the business of that staff corps or department, will pass directly. All business emanating from the bureaus of the War Department requiring the action of higher authority will be submitted to the Chief of Staff for his consideration, either orally in person, or in writing through The Adjutant General of the Army. In all cases the action of higher authority thereon will be communicated in writing by The Adjutant General of the Army to those concerned. Matters, however, of a purely civil nature will be submitted by chiefs of bureaus directly to the Secretary of War unless otherwise required by their subject matter.

785. Except as provided in paragraph 783, all communications, reports, and estimates from officers serving at a military post, and communications of every nature addressed to them relating to affairs of the post, will pass through the post commander.

786. Officers who forward communications will indorse thereon their approval or disapproval, with remarks. No communication will be forwarded to the War Department by a department commander or other superior officer for the action of the Secretary of War without some recommendation or expression of opinion.

787. A commander or chief of bureau may communicate with those under his command or direction through a staff or other suitable officer. With all others he will himself make the communication.

788. Unless otherwise expressly authorized by statute, an application for the official opinion of the Judge Advocate General or of an officer of any Executive Department of the Government other than the War Department will be addressed to The Adjutant General of the Army. Abstract questions will not be presented.

789. Unimportant and trivial communications need not be forwarded to The Adjutant General of the Army simply because addressed to him. Department, brigade, and district commanders should decide whether a communication is of sufficient importance to be forwarded.

790. In official correspondence between officers or between officers and officials of other branches of the public service, and especially in matters involving questions of jurisdiction, conflict of authority, or dispute, officers of the Army are reminded that their correspondence should be courteous in tone and free from any expression partaking of a personal nature or calculated to give offense. Whenever questions of such character shall arise between officers and officials of other branches of the public service, and it is found that they can not be reconciled by an interchange of courteous correspondence, the officer of the Army, as the representative of the interests of the War Department in the matter involved, will make a full presentation of the case to the Secretary of War through the proper military channels, in order that the same may be properly considered.

ARTICLE LXI.

ORDERS.

791. The routine orders of commanders of armies, divisions, brigades, regiments, battalions not organized into regiments, posts, departments, and districts are denominated "general (general court-martial or special) orders" of such army, division, etc., according to character, and are numbered in separate series, each beginning with the calendar year or at the time of the establishment of the headquarters. Orders issued by commanders of battalions forming parts of regiments, companies, or small detachments are simply denominated "orders," and are numbered in a single series, beginning with the year. Circulars issued from any headquarters are numbered in a separate series.

The orders of commanders of armies, divisions, brigades, regiments, separate battalions, and companies in the field, relating entirely to tactical or strategical operations incident to a state of war, are denominated "field orders" and are numbered in series.

792. General orders publish matters of importance to the whole command which are of permanent interest or are to be constantly observed, such as hours for roll calls and duties, police regulations and prohibitions, laws and regulations for the Army, and eulogies or censures.

793. Special orders are such as concern individuals or relate to matters that need not be made known to the whole command.

794. General orders and all important special orders must be read and approved, before issue, by the officer whose orders they are.

795. An order will state the source from which it emanates, its number, date, place of issue, and the authority under which issued. It may be put in the form of a letter addressed to the individual concerned through the proper channel.

796. Orders for any body of troops will ordinarily be addressed to its commanding officer, the address naming the office and not the individual. They will be executed by the commander present, who will publish them and distribute copies when necessary.

797. Orders eulogizing the conduct of living officers will not be issued except in cases of gallantry in action or performance of especially hazardous service. Obituaries of commissioned officers will be limited to statements of service as shown by the records. (*C. A. R. No. 1.*)

798. In the field, verbal and important written orders are carried by officers. Dispatches for distant corps should be intrusted only to officers to whom their contents may be confided.

799. Mounted enlisted men will be employed to carry important dispatches only in special and urgent cases. The precise hours of departure and the rates at which they are to be conveyed will be written clearly on the covers of all dispatches transmitted by mounted orderlies.

800. Orders to an officer involving travel on duty, as for the inspection or payment of troops, etc., will designate the troops and posts to be visited and the order in which he will visit them.

801. Orders and instructions will be transmitted through intermediate commanders, in order of rank, except when they are of such character that the commanders have no power to modify or suspend them. In such cases the orders or instructions will be sent directly to the officer by whom they are to be executed, copies being furnished to the intermediate commanders.

802. Printed orders are generally distributed directly to posts by the headquarters from which issued. Files of such orders will be kept by each regiment

and company and at each military post, and will be turned over by a commander, when relieved, to his successor. If general orders in regular succession are not received within a reasonable time, commanding officers will report missing numbers to the proper headquarters.

803. General orders of the War Department issued from the Office of The Adjutant General of the Army will be distributed by The Adjutant General's Department. The distribution will be made, first, by The Adjutant General of the Army directly, and, second, under the immediate direction of The Adjutant General of the Army, by the department adjutants of the several territorial departments, each department adjutant to make the distribution within his own department.

1. BY THE ADJUTANT GENERAL OF THE ARMY.

(*a*) To the department adjutants of the several territorial departments, such number of copies as will enable them to make the distribution hereinafter prescribed. (*b*) To the Chief of Staff and to the chiefs of bureaus and offices of the War Department, for use in the official files and for the personal files of such officers as are on duty in Washington in the War Department General Staff, the bureaus and offices of the department, and the Army War College. (*c*) To each military attaché, one copy for his personal file.

2. BY THE DEPARTMENT ADJUTANTS OF THE SEVERAL TERRITORIAL DEPARTMENTS.

(*a*) To the several offices at department, brigade, and district headquarters for the official files thereat. (*b*) To each regimental, coast defense, and post headquarters for the official files thereat; to each troop, battery, or company organization for its official file; and to each officer, whatever his duty or station, who is under assignment to or is serving within the geographical limits of any territorial department and who is not supplied directly by The Adjutant General of the Army as hereinbefore provided, including every officer absent sick, on leave of absence, or otherwise temporarily absent, for his personal file. (*c*) To each civil educational institution to which an officer of the Army is detailed, two copies, one of which is for the file of the institution and the other for the personal file of the officer, both copies to be sent directly to the officer, who will deliver one of them to the head of the institution. (*d*) To the following institutions, depots, stations, and other establishments that may be located within the geographical limits of any territorial department, for official and personal files, to wit, the United States Military Academy, the service schools (except the Army War College), the United States Military Prison or any branch thereof, general recruit depots, general recruiting stations, general hospitals, arsenals, armories, general depots of supply, and Signal Corps stations. (*e*) To the Army transports, mine planters, and cable ships serving within the geographical limits of any territorial department, or having home ports therein.

In making the distribution hereinbefore provided for the following rules will govern: An official file or a personal file consists of one copy of each general order of the series. Only one personal file will be allowed in any individual case and the number of official files will be as follows: (1) To department and military district headquarters, such number as may be necessary. (2) To a coast defense or a regimental headquarters, five; to a post, one for the post, one each for the adjutant, quartermaster, surgeon, and ordnance officer, and one for the post artillery engineer at each coast artillery

post that is not coast defense command headquarters. (3) To each troop, battery, or company organization, one. (4) To an Army transport, mine planter, or cable ship, one.

The requisite number of copies of orders to supply all authorized official and personal files at a post will be sent to the post commander, who will distribute them in accordance with the provisions of this paragraph.

When a regiment is serving in the field it will be furnished with three copies of each general order, in addition to the number for the official and personal files hereinbefore authorized.

In all cases in which the number of orders to be supplied for official files is not definitely fixed by this paragraph, the number of such files to be maintained and supplied will be determined by special instructions from The Adjutant General's Office.

Chiefs of bureaus and offices of the War Department will not supply copies of War Department orders for the official or personal files of any of their subordinates, except such as are on duty in their respective bureaus and offices in Washington.

The official files of general orders will not be removed from the stations or organizations to which they belong.

Individual officers serving, or under assignment to duty, within the geographical limits of any territorial department, but not reporting to the headquarters thereof, will make application to the department adjutant of such department for their supply of War Department general orders, and will thereafter keep him informed of any change in their respective addresses, such application to show in each case the number of the last general order of the officers' files, in order that his files may be brought to date and kept complete.

Officers failing to receive copies of general orders of the War Department, or desiring to replace copies that have been lost or destroyed, will make application for the desired copies to the officer by whom such orders are ordinarily furnished to them.

SPECIAL ORDERS.

Full copies of special orders will be furnished directly from The Adjutant General's Office to the chiefs of bureaus and officers of the War Department and, for use in the official files, to the headquarters of each department, brigade, and district.

Extracts of special orders will be furnished from the Office of The Adjutant General of the Army directly, or through intermediate commanders, only to those concerned.

When a special order involves travel, the office issuing it will furnish the person concerned with a copy for his personal file and an additional number of copies sufficient to enable him to meet the requirements of regulations.

804. In camp or garrison, orders that affect a command will, as a rule, be read to the troops at the first regular parade after they are received. In the field, when orderly hours can not be observed, they will be sent directly to the troops, or commanders of regiments or corps will be informed when to send to headquarters for them, or during a halt orders will be read to troops, without waiting fo the regular parades.

805. Commanding generals of territorial departments will forward to The Adjutant General of the Army, as soon as issued from their headquarters, such number of copies of general orders and circulars and special orders, with indexes thereto, and rosters of troops as may be directed from time to time by the War Department.

Commanding officers of separate brigades will forward to The Adjutant General of the Army two copies of all orders and circulars as soon as issued from their headquarters.

806. The date of any appointment, detail, or removal affecting the pay of staff officers or acting staff officers will be immediately reported by the officer making the same to The Adjutant General of the Army and to the quartermaster of the department or command to which such officers belong.

ARTICLE LXII.

Muster Rolls.

807. At every monthly muster of troops pay rolls will be prepared, signed, and disposed of in accordance with instructions published in orders from time to time by the War Department, and at each bimonthly muster on the last day of February, April, June, August, October, and December muster rolls will be prepared, signed, and disposed of in accordance with the instructions on the blank forms furnished by The Adjutant General of the Army.

There will be reported on the coast defense muster rolls, the noncommissioned staff of the Coast Artillery Corps; on band muster rolls, the members of the Coast Artillery Corps and Engineer bands; on the noncommissioned staff and headquarters detachment muster rolls of each regiment of engineers, the noncommissioned staff officers and other enlisted men of the regiment not borne on company rolls; and on company muster rolls, the officers and enlisted men belonging to the company. Enlisted men of the Medical Department, Quartermaster Corps, Ordnance Department, and Signal Corps, not belonging to companies will be borne on detachment muster rolls, separate rolls being prepared for each corps or department. When detachments of enlisted men are serving at a post or station and are not under the immediate command of an officer of their respective arm, corps, or department, the muster rolls for such detachments will, unless otherwise authorized by instructions from the War Department, be prepared and signed by the adjutant, who will also keep the accounts and prepare the final statements of the men borne thereon.

The names of officers will not be borne on pay rolls of Regular Army organizations or detachments, nor on muster rolls, except as provided herein for officers belonging to companies. (*C. A. R., Nos. 10 and 49.*)

808. A soldier on duty or in a hospital at a post or station where his company is not mustered will be mustered on a detachment roll, a separate muster roll being prepared for each regiment or corps. Where two or more of such soldiers are at a post or station their names will be borne on one consolidated pay roll, which will show in a column ruled for that purpose the organization to which each soldier belongs.

809. Companies will be designated on the rolls by letters or numbers, and regiments or corps.

810. Corrections on muster and pay rolls, after muster and before they have been forwarded, will not be made except with the approval of the mustering officer. Retained rolls will not be changed without authority from the War Department. Calculations on the pay roll are made by the quartermaster and copied on the retained roll by the company or detachment commander, who will certify that he witnessed the payment, and will enter thereon the name of the quartermaster.

ARTICLE LXIII.

RETURNS OF TROOPS, RECORDS.

811. Commanders of territorial departments, posts, subposts, field armies, tactical divisions, separate brigades, regiments, companies, detachments, general hospitals, field hospitals, and mine planters will make monthly returns of their respective commands on forms furnished by The Adjutant General of the Army and in accordance with directions printed thereon. Chiefs of staff corps and departments will make similar monthly returns of their corps and departments, and transport quartermasters will make similar monthly returns of officers and enlisted men serving on transports under regular detail in the transport service.

In the case of a subpost the returns will be prepared by the commanding officer of the main post, unless the detachment at the subpost is in command of a commissioned officer, in which event such officer will prepare the returns and forward them through the commanding officer of the main post.

Commanders of brigades and districts will forward each month to department headquarters a statement of any changes occurring during the month in the status of the brigade or district commander and his staff.

812. In addition to the monthly returns required by paragraph 811, commanding officers of regiments, companies, and detachments will make similar returns of their commands to The Adjutant General of the Army and to their immediate commanding officer whenever they leave or join a station, or when they sail from a port of embarkation or arrive at a port of destination.

When leaving station the return to the immediate commanding officer will be accompanied by a report from each organization on the monthly return blank showing alterations since last return only, with record of events to date.

The commanding officer of troops on a transport will, before sailing and on reaching port of destination, make a special return to the department commander and to The Adjutant General of the Army of all casuals and unattached officers and enlisted men passengers on the ship.

813. When a field officer is serving with detached companies of his regiment or corps the commanders thereof will forward their returns through him.

814. Whenever the strength of a separate command is temporarily or permanently increased by the arrival or decreased by the departure of any organization, the commanding officer will immediately report by telegraph to the next higher commander the designation of such organization moved and the names, with arm of the service, of officers accompanying it who do not belong thereto.

BATTLE REPORTS, RETURNS OF EFFECTIVES, CASUALTIES.

815. In campaign two columns will be added to the monthly return in the space reserved for remarks, in which shall be entered the effective strength of the organization. In determining such strength only those who are available for service in the line of battle will be included. Officers or enlisted men who are sick or disabled, on duty in any of the staff or supply departments, or for any cause not available in line of battle, will be excluded.

816. After every battle or engagement with the enemy, written reports thereof will be made by commanders of regiments, separate battalions or squadrons, companies or detachments, and by all commanders of a higher grade, each in what concerns his own command, which reports will be forwarded, through the proper channel, to The Adjutant General of the Army. It shall be the especial duty of all general staff officers attached to commands in

the field to keep careful journals of the operations, from which they will compile reports of said operations for their immediate commanders.

817. Whenever upon marches, guards, or in quarters different corps of the Army happen to join or do duty together, and an officer of the Marine Corps or the militia shall command the whole, such officer shall report his action and the operations of the force under his command, through military channels, to the Secretary of War, as well as to his superiors in his own branch of the service.

818. Immediately after any engagement in which casualties have occurred the commanding officer of each organization that participated therein will submit, by telegraph, if possible, to his immediate superior commander a report showing by name each person killed, wounded or otherwise injured, or missing, officers and enlisted men to be reported separately, and wounds and other injuries to be classified, if practicable, as slight or severe. If telegraphic communication can not be had, the report will be sent by the most expeditious means available. The report will be consolidated, if necessary, at the proper headquarters and telegraphed to The Adjutant General of the Army. In addition to the foregoing report, commanding officers of posts, regiments, or separate organizations will prepare and forward by mail a return in triplicate, showing the name, rank, and organization of each person killed, wounded or otherwise injured, or missing, the date and place of the engagement, and, in the case of wound or other injury, the location of the wound or the nature of the injury, and whether slight or severe. Whenever necessary, commanding officers will call on their senior medical officers for all information that can be supplied in this connection. One copy of the return will be forwarded by the officer making it to his immediate superior commander, 1 copy will be retained for file with the records of the post or organization, and 1 copy will be sent by mail directly to The Adjutant General of the Army.

819. A return of all captured property will be rendered to The Adjutant General of the Army, through intermediate channels, by the immediate commander of the troops making the capture.

RECORDS.

820. All military records must be carefully preserved.

821. All public records, reports, and papers, such as document files, files of general and special orders and circulars, correspondence books, guard reports, morning reports, the records of enlisted men as kept in descriptive and deposit books or on loose leaves, and sick reports, are the property of the United States and will be required by the War Department in the settlement of claims against the Government and for other official purposes. Whenever posts, districts, territorial divisions, departments, corps, divisions, brigades, regiments, and companies are discontinued, all such records will be carefully labeled, packed, and marked, showing the command to which they pertain, and will be forwarded to The Adjutant General of the Army, who will be promptly advised of the date of shipment and furnished with a schedule of records shipped. Records of discontinued depots of the staff departments will be forwarded directly to the chief of the staff department to which they pertain.

822. The use of colored inks, except as carmine or red ink is used in annotation, ruling, or compliance with specific instructions issued by the War Department on blank forms or otherwise, is prohibited in the records and correspondence of the Army.

823. Sections 128 and 129 of the Federal Penal Code of March 4, 1909, prescribe penalties for the willful and unlawful concealment, removal, mutilation,

obliteration, falsification, or destruction of any record, proceeding, map, book, document, paper, or other thing, filled or deposited in any public office.

824. No information will be furnished by any person in the military service which can be made the basis of a claim against the Government, except it be given as the regulations prescribe to the proper officers of the War, Treasury, or Interior Departments, or the Department of Justice. Information concerning sick and wounded officers and enlisted men may be freely conveyed to allay the anxiety of friends; and, in time of peace, when, in the opinion of the surgeon, the condition of an officer or enlisted man, by reason of injury or disease, is such as to indicate the probability of fatal termination, the surgeon will report the circumstances to the immediate commander, who will promptly communicate the fact to the nearest relative. The fact of death may be communicated to relatives, but not circumstances connected therewith which could be made use of in prosecuting claims against the Government. If any person in the military service has knowledge of facts pertaining to the service of an individual who is an applicant for a pension, he may, upon request, if not pecuniarily interested, furnish a certificate or affidavit setting forth his knowledge, but such certificate or affidavit will be furnished only to The Adjutant General of the Army to be forwarded to the proper officer of the Interior Department. Record evidence will be furnished by the War Department only.

The surgeon of a post, through the commanding officer thereof, is authorized to furnish to the health authorities of the State or locality in which the post is situated, in accordance with existing State laws or local ordinances, information concerning all births and deaths occurring in the post, such information to be given on the proper blanks furnished for the purpose by the State or local authorities. (*C. A. R., Nos. 13 and 40.*)

ARTICLE LXIV.

Personal and Efficiency Reports.

825. When any officer arrives at Washington, D. C., or at the headquarters of a territorial department, he will report at the office of The Adjutant General of the Army, or of the department adjutant, and will register his name and address, and the authority for his presence there.

826. 1. An officer detached from his regiment or corps for duty will report immediately upon arrival at his new station to The Adjutant General of the Army and to the chief of his corps or to his regimental commander the date of departure from former station and of arrival at new station, the date of departure from or arrival at a foreign station, and date of departure from or arrival in the continental limits of the United States, when going to or returning from a foreign station, citing the authority for the change and giving his post-office address. As soon as practicable thereafter he will report the nature of his duties. Thereafter any such officer not carried on any regular return as present for duty will report to The Adjutant General of the Army and to the chief of his corps or to his regimental commander any material change in his duties and any change of address immediately after such change in his official status; and any such officer who may incur any sickness or injury will make report of that fact as soon as practicable, giving the nature and cause of such sickness or injury.

2. Any general officer not carried on any regular return as present for duty will make to The Adjutant General of the Army the reports required by section 1 of this paragraph. (*C. A. R., No. 24.*)

827. 1. An officer of a staff corps or department, or an officer serving therein by detail, will make report to the head of the corps or department on the last day of every month, giving his address, a statement of the duties on which he has been employed during the month, the date of his assignment thereto, and the authority by which so assigned. He will report to The Adjutant General of the Army, at the time of change, any change of station during the month, giving dates of departure and joining; also the dates of departure from and arrival at foreign stations and of departure from and arrival in the continental limits of the United States when going to or returning from a foreign station.

2. An officer on the retired list assigned to duty by War Department orders will make a like report to The Adjutant General of the Army as soon as practicable after such assignment; thereafter any such officer, if not carried on any regular return as present for duty, will report to The Adjutant General of the Army any material change in his duties and any change of address immediately after such change in his official status. An officer on the retired list not assigned to duty by War Department orders, unless specially exempted, will report his address to The Adjutant General of the Army on the last day of every month and will also report promptly any change of address. (*C. A. R., No. 24.*)

828. Regimental field officers not serving at the headquarters of their regiments will make monthly reports to their regimental commanders. These reports will embrace everything essential to a correct record of their services and of the services of the battalion staff and noncommissioned staff officers serving under them.

828½. A Personal Report and Statement of Preferences will be made on December 31 of each year by each officer of the Army except general officers. This report will be forwarded directly to The Adjutant General of the Army. In the event that an officer, after the rendition of this report, wishes to change any of the preferences that he has expressed therein, he should promptly notify The Adjutant General of the Army directly of the change desired, in order that proper notation thereof may be made on the Personal Report and Statement of Preferences in The Adjutant General's Office. (*C. A. R., No. 20.*)

829. 1. Efficiency reports are intended to cover, as far as practicable, the whole of the calendar year to which they refer, and will be prepared by reporting officers as named below and forwarded, subject to the exception stated in section 5 of this paragraph, on December 31 of each year to The Adjutant General of the Army through intermediate commanders, who will indorse thereon such remarks as may be proper in each case:

(*a*) By the commanding officer of each territorial department or mobilized division respecting each general officer serving under his command and each officer of the department or division staff; by each department commander respecting each post commander not reported on by a subordinate commander; and by each brigade or district commander respecting each regimental or coast-defense commander under his command and each officer of the brigade or district staff.

(*b*) By the chief of each staff department or corps and each staff bureau respecting each officer of his department, corps, or bureau not otherwise reported on.

(*c*) By the department surgeon of a territorial department respecting each officer of the Medical Department serving in the department and by the head of each other staff department or corps at the headquarters of a territorial department respecting each officer attached to his office or serving under his immediate direction.

The report of the department surgeon concerning officers of the Medical Department not attached to his office or serving under his immediate direction will be made in the form of an indorsement on the efficiency reports of such officers.

(*d*) By each officer of the Corps of Engineers serving as division engineer respecting each officer in charge of an engineering district within his division, and by each district officer respecting each officer on duty under his orders.

(*e*) By each coast defense commander respecting each fort commander in his command, each coast defense staff officer, and the commanding officer of any mine planter on duty in his coast defenses.

(*f*) By each post or fort commander respecting each officer of his command not otherwise reported on at the post or fort.

(*g*) By each surgeon of a post respecting any officer of the Medical Department serving under his direction.

(*h*) By each company commander respecting each subaltern officer on duty with the company.

(*i*) By each field officer commanding a battalion respecting each company commander and battalion staff officer serving with the battalion. By each regimental commander respecting each officer serving with the regiment at regimental headquarters not otherwise reported upon.

(*j*) By the Superintendent of the Military Academy, the commandant of each service school, the commandant of the disciplinary barracks and of any branch thereof, the commanding officer of a general recruit depot, and the commanding officer of a mine planter, respecting each officer serving under them, respectively, not otherwise reported on.

(*k*) By the commanding officer of each arsenal, armory, and general depot of supply respecting each officer on duty thereat.

(*l*) By the recruiting officer on duty at each general recruiting station respecting each officer serving under his supervision.

(*m*) By the commanding general, Philippine Department, respecting officers on duty with the various branches of the civil government in the Philippine Islands.

(*n*) By the professor of military science and tactics at each civil educational institution respecting each officer serving under his supervision.

2. Whenever an officer is permanently relieved from duty at a post or station, or is detailed on temporary duty elsewhere, the probable period of which duty may exceed 30 days, the reporting officer will make the required entries on the efficiency report blank and, after signing the certificate attached thereto, will forward the report through intermediate commanders to the officer upon whom the duty devolves of continuing or completing the report.

3. Whenever a reporting officer is permanently relieved from duty, or is temporarily relieved for a period that will probably exceed 30 days, he will make the required entries on the efficiency report blank and turn it over to the officer upon whom the duty devolves of continuing or completing the report.

4. The continuation of an efficiency report may be made in the form of a statement under "Remarks," in the following cases: (a) Where the period to be covered is less than 30 days; (b) where a reporting officer is required to report a second time on an officer during the same year.

5. On December 31 of each year the report of each officer of Cavalry, Field Artillery, and Infantry, assigned to a regiment but not serving at the same station with the regimental commander, will be referred directly to the regimental commander by the officer making the final entries on the efficiency report, for the information of the regimental commander and for such remark as he

may desire to make. The report will then be returned directly to the officer from whom it was received, to be forwarded through military channels.

6. Whenever the brigade and division commanders at maneuvers in time of peace are not the same officers as are regularly assigned to those units during other periods of the year, special reports as to the efficiency of regimental commanders and the brigade staff officers, as judged by the performance of their duties at such maneuvers, will be made by the temporary brigade commanders on the blank forms used for the preparation of efficiency reports of officers. Similar reports will be made upon the brigade commanders and division staff officers by the temporary division commanders. These reports will be forwarded at the conclusion of the maneuvers to The Adjutant General of the Army. (*C. A. R., Nos. 1, 4, 23, 33, and 53.*)

829½. In order that suitable data may be available in making details for detached service and for duty in the several staff corps and departments in which vacancies are filled by details from the line, particular care will be taken in preparing efficiency reports to enter thereon a statement as to the peculiar fitness of the officer reported on for detail in any of the staff corps or departments, or other detached service to which officers may be assigned, notation being made of the corps or department, or other duty, in the order of apparent fitness. Intermediate commanders through whom these reports are forwarded will indorse thereon their opinions as to the qualifications of the officer reported on. (*C. A. R., No. 20.*)

830. Each officer who makes the annual inspection of the military department of any civil institution of learning will, immediately after the inspection, forward to The Adjutant General of the Army, through the department commander, an efficiency report respecting the senior Army officer on duty at the institution. Officers who inspect the Natioanl Guard under the provisions of paragraph 892½ will make similar reports respecting inspector-instructors on duty with the National Guard inspected by them. (*C. A. R., Nos. 48 and 53.*)

831. The Inspector General will forward to The Adjutant General of the Army extracts of all inspection reports that relate in any way to the efficiency of an officer. Extracts respecting officers of the staff corps or departments will be sent through the respective chiefs of bureaus. (*C. A. R., No. 4.*)

832. In preparing efficiency reports, reporting officers will exercise the greatest care to set forth all facts concerning each officer and his record which may aid the department in forming a true estimate of standing, ability, and special fitness for any military duties.

833. Chiefs of staff corps and departments will note the correctness of the reports received and will add any data known to them which will contribute to the completeness of the record in each case. All efficiency reports will be transmitted to The Adjutant General of the Army as soon as practicable after their receipt, verification, and completion. (*C. A. R., No. 4.*)

ARTICLE LXV.

Penalty Envelopes.

834. Official communications and other mailable matter relating exclusively to the public business will be transmitted through the mails free of postage, if covered by the "Penalty envelope." Where an officer writes to a private party on official business he may inclose with his letter an official penalty envelope, properly addressed to himself, to cover the reply.

835. Information which is intended to be used in the performance of official duty only is official information, while that which is intended to be used for the

furtherance of private interest, ends, or business in any way whatever, though called for by a public officer, is private information. The official envelope may be used to give or obtain the former, but not the latter.

836. Envelopes for official mail matter for the War Department will have "War Department," the designation of bureau or office, and "Official Business," printed in three or four lines, as may be required, in the upper left corner, and in the upper right corner the following: "Penalty for private use, $300." Envelopes for the use of the headquarters of a territorial department, for a post, station, armory, arsenal, depot, or school of instruction, will be of the same form, with the proper substitution for the designation of the bureau or office, and with the address when necessary. Envelopes required for the transmission of printed matter may also have printed thereon "Printed matter." Other printing or ruling on such envelopes at public expense is prohibited unless printed at the Government Printing Office. For the official business of officers not embraced in the foregoing classes, and officers on the retired list, the heading "War Department," "Official Business," will be placed across the left end of the envelope, with the officer's official signature written immediately below it, and with the penalty clause in the upper right corner.

837. Packages of public property partaking of the characteristics of fourth-class mail matter, weighing not more than 4 pounds and not greater in size than 84 inches in length and girth combined, may be sent through the mails under cover of the penalty envelope. Packages weighing more than 4 pounds which conform to the limit of size indicated and which do not exceed 50 pounds in weight when sent to the first or second zone or 20 pounds in the other zones, are transmissible in the mails provided postage is paid thereon at the appropriate rate. Penalty envelopes with return address may be furnished to any person from whom official information is desired, but will not be furnished to merchants or other dealers to cover the transmission of public property, or the return of official vouchers. (*C. A. R., No. 54.*)

838. The use of freight or express lines for transmitting letters or packages that can be sent under penalty privilege in accordance with section 11, act of May 18, 1916, is forbidden; packages that can not be so sent may be shipped by express when that method is more economical than shipment by mail. (*C. A. R., No. 54.*)

839. The penalty envelope will not be used for foreign correspondence.

ARTICLE LXVI.

The Recruiting Service.

840. Recruiting for the Army will be conducted by—

1. An officer for each regiment, post, or detachment, detailed by the proper commanding officer to enlist for the regiment, post, or detachment, or, when authorized by the department commander, for any troops in the department, or, when authorized by the War Department, for any organization in the Army.

2. An officer detached from any organization by its commander, with the approval of the War Department, to make enlistments for that organization and, when authorized by the War Department, for any organization in the Army.

3. Officers detailed on recruiting service by the War Department. The regular details will be ordinarily for four years. (*C. A. R., No. 38.*)

841. General recruiting stations are places at which applicants for enlistment are examined and from which, if found to be qualified for service, they are forwarded to recruiting depots for final examination and enlistment.

Recruiting depots are of two classes, viz, general recruit depots and recruit depot posts. General recruit depots are depots at which applicants for enlist-

ment are finally examined, enlisted, and retained for instruction, and from which recruits are distributed to the Army. Recruit depot posts are the designated military posts to which are sent, from general recruiting stations, for final examinaion, enlistment, and distribution to the Army, such applicants for enlistment as are not sent to general recruit depots.

In all matters of police and discipline recruits at recruit depot posts are under the command of the post and department commanders, but in all other matters, including discharges for disability, they are directly under the orders of the War Department. All records pertaining to recruit administration at recruit depots and depot posts will be so kept that a change may, without interference, be made at any time in the post personnel.

842. Recruits at general depots will be organized for instruction into recruit companies as may be directed by the War Department, the instruction being given by officers detailed and noncommissioned officers appointed for that purpose. Commanding officers of all recruit depots and depot posts will forward directly to The Adjutant General of the Army trimonthly reports of recruits.

843. All enlisted men prior to their assignment to general recruiting duty will be transferred to the general service, Infantry. The recruiting officer in charge of each general recruiting station, having first satisfied himself of the soldiers' fitness for the positions, will announce in orders from his station, and muster from the date of such announcement, one member of his recruiting party as sergeant and one as corporal. Such orders will be entered in the records of the recruiting station and a copy of each order will be forwarded to The Adjutant General of the Army; a copy will also be furnished to each soldier concerned.

844. Members of recruiting parties announced and mustered as sergeants or corporals will not be reduced while performing such duty without the approval of The Adjutant General of the Army. Their appointments as sergeants or corporals will, however, terminate whenever they are relieved from recruiting duty, or when the stations at which they are serving are discontinued, unless they shall be assigned to other recruiting stations at which there are vacancies in their respective grades. The recruiting officer will in every case announce in orders the date of the termination of an appointment as sergeant or corporal and furnish copies of each order, as indicated in paragraph 843.

845. All assignments of enlisted men to the general recruiting service will be as privates, first class, the question of their promotion as sergeants or corporals being for determination after their fitness and capacity shall have been demonstrated. Individual applications for transfers to the general recruiting service will be forwarded, whenever practicable, through the proper commanding officers, who will indorse thereon their recommendations, based upon service and merit, and also a statement of the soldier's fitness for recruiting duty, especially as regards clerical ability and knowledge of Army papers. The transfers will be made from time to time, as the interests of the service require, in orders from the War Department. (*C. A. R., No. 55.*)

846. Any male citizen of the United States or person who has legally declared his intention to become a citizen, if under the age of 35 years, able-bodied, free from disease, of good character and temperate habits, may be enlisted or accepted for enlistment under the restrictions contained in this article. In regard to age or citizenship this regulation shall not apply to soldiers who have served honestly and faithfully a previous enlistment in the Army. (*C. A. R., No. 55.*)

847. With the exceptions indicated in paragraph 859, the date on which the enlistment or reenlistment of any man is actually completed, by administering the oath, is the date of that enlistment and must invariably be shown on the

enlistment paper, above the signature of the officer who administers the oath, and thereby enlists the man. (*C. A. R., Nos. 51 and 55.*)

848. Applicants for original enlistment and men who apply to reenter the Army after an interval of more than three months from date of discharge will be required to furnish evidence of good character. To determine an applicant's fitness and aptitude for the service and to give him an opportunity to secure testimonials of character he may, after having signified his intention to enlist and passed the required examination, be retained and provided for not to exceed six days before being accepted or rejected. At recruiting stations at which no medical officer or recruiting officer is on duty an examination by the senior noncommissioned officer on duty at the station will be sufficient to determine whether the applicant may be retained for the period named, but such examination will not take the place of that to be made by the recruiting officer under paragraph 847.

849. The enlistment or acceptance with a view to enlistment of persons of any of the following classes is prohibited: Insane or intoxicated persons; deserters from the naval service of the United States; persons who have been convicted of felony or who have been imprisoned under sentence of a court in a reformatory, jail, or penitentiary, but the fact that an applicant for enlistment has been confined in an institution for the education and control of minors will not debar him from enlistment, provided that he was not confined therein because of the commission of any crime or misdemeanor; for original enlistment, persons over 35 years of age; for first enlistment in time of peace, any person (except an Indian) who is not a citizen of the United States or Porto Rico, or who has not made legal declaration of his intention to become a citizen of the United States, or who can not speak, read, and write the English language; and, except as provided in paragraph 861, a former soldier whose service during the last preceding term of enlistment has not been honest and faithful, or whose discharge certificate from the last preceding enlistment bears the notation "is not recommended for reenlistment," and deserters from the military service of the United States. (*C. A. R., Nos. 14 and 55.*)

850. Recruiting officers will be very particular to ascertain the true age of every applicant for enlistment. If any doubt exists as to the applicant's statement regarding his age, his oath will not be taken as conclusive evidence of the fact, and if he can not furnish competent proof to support his statement, he will be rejected. A minor under 18 years of age may be enlisted or accepted with a view to enlistment with the written consent of the father, only surviving parent, or legally appointed guardian to the minor's enlistment, but no person under 16 years of age will be enlisted or accepted without special authority from The Adjutant General of the Army. When a minor under 18 years of age presents himself for enlistment or acceptance under the provisions of this paragraph, his parents or guardian, should he have any, will be found and informed of the application; should he be without parents or guardian, the recruiting officer must reject him unless the applicant shall procure the legal appointment of a guardian and obtain his written consent. (*C. A. R., No. 55.*)

851. Recruiting officers will be held to a rigid accountability for accepting and forwarding men who may be found unfitted for the service, and officers who enlist such applicants will be held to a like accountability. If a man after having been enlisted at a military post, or accepted at a general recruiting station and forwarded to a depot or depot post for enlistment, be discharged or rejected, and it appear that the enlistment or acceptance was carelessly made or in violation of these regulations, the expenses incurred in consequence

of the enlistment or acceptance of the man may be stopped against the pay of the officer responsible.

852. The enlistment or reenlistment of married men for the line of the Army is to be discouraged, and will be permitted only for some good reason in the public interest, the efficiency of the service to be the first consideration. Applications for such enlistments or reenlistments will be finally determined by the regimental commander, or other proper commanding officer if there be no regimental organization.

853. Rescinded. (*C. A. R., No. 55.*)

854. Recruiting officers will not allow any man to be enticed into the service by false representations, but will, in person, explain to every man before he signs the enlistment paper the nature of the service, the length of the term, the amount of pay, clothing, rations, and other allowances to which a soldier is entitled by law.

855. Rescinded. (*C. A. R., No. 55.*)

856. The Articles of War enumerated in the one hundred and tenth article of war will be read and explained to each applicant just before administering to him the oath of enlistment. (*C. A. R., No. 55.*)

857. Enlistment papers and recruiting returns will be made on printed forms furnished by The Adjutant General of the Army, and will be executed and disposed of in accordance with directions thereon.

858. Rescinded. (*C. A. R., No. 55.*)

859. An enlistment will not be antedated so as to allow a soldier additional pay for reenlistment who applies after the period of three months from date of discharge has expired, nor does an application for reenlistment, made within three months, entitle the soldier to such increase. The benefit granted by law to soldiers who reenlist within three months from date of discharge can be obtained only by actual reenlistment before the expiration of the three months' limit. Where, however, the reenlistment of a soldier, who has applied in person within the period of three months to a proper recruiting officer for reenlistment, is delayed beyond the period of three months, through no fault of the soldier, but for the convenience of the Government, the date of the soldier's reenlistment as shown on the enlistment paper will be that of his application for enlistment.

860. An officer who enlists or reenlists a man who has been discharged from the Army will immediately give notice of the fact to the commanding officer of the company from which the man was last discharged, stating, if practicable, designation of the organization to which he has been assigned. On receiving this notice the commander of the company from which the man was discharged will enter the fact of enlistment or reenlistment on the soldier's record. Should it appear that deception has been practiced he will report the case to The Adjutant General of the Army. The recruiting officer will enter the fact of enlistment or reenlistment, with date and place, upon the certificate of discharge from former enlistment, which the soldier should have in his possession.

861. Application to reenter the Army from persons of any of the following classes will not be granted without special authority from the Secretary of War:

1. Former soldiers who have been discharged before expiration of term of service, excepting those discharged by purchase or for the convenience of the Government.

2. Former soldiers who have been discharged with character other than good, or its full equivalent, or whose discharge certificates from their last preceding enlistments bear the notation "is not recommended for reenlistment."

3. Former soldiers over 40 years of age who were last discharged as privates and have failed to reenlist within three months thereafter. In such cases the applications must show that the enlistments will be for the interests of the service.

4. Former soldiers who can not pass the required examination in all respects. Applications of this nature should show that any existing defects will not prevent the performance by the applicant of full military duty.

5. Former soldiers who deserted the military service of the United States in time of peace and former soldiers whose service during the last preceding term of enlistment was not honest and faithful. Authority to enlist persons of either of these two classes will be granted only in view of the good conduct of the applicant subsequent to his desertion or last preceding service, as provided for in section 1998, Revised Statutes, as amended by the act of Congress approved August 22, 1912. (*C. A. R., No. 14.*)

862. An applicant will be subjected to the required examination before application is made for special authority for his enlistment or reenlistment. The result of the examination will be stated in the application. Commanding officers forwarding applications from men of their commands for permission to reenlist for some other organization will report in each case whether the applicant is married or single, what character will be given him on discharge, and whether or not he can pass the required examination.

863. Enlisted men of good character and faithful service who, at the expiration of their terms, are undergoing treatment for injuries incurred or disease contracted in the line of duty, may be reenlisted if they so elect, and if the disability prove to be permanent, they will subsequently be discharged on certificates of disability. An enlisted man not under treatment, but who has contracted in the line of duty infirmities that may raise a question of physical eligibility to reenlistment, but not such as to prevent his performing the duties of a soldier, may be reenlisted by authority of the War Department on application made through the surgeon and proper military channel in time to receive a decision before the date of discharge.

MEDICAL EXAMINATION.

864. The physical examination of applicants for enlistment will be conducted in accordance with the authorized rules for the examination of recruits.

865. An applicant for enlistment at a garrisoned post, camp, or arsenal, where there is no medical officer or contract surgeon, will be physically examined before enlistment by the civilian physician employed by the Medical Department, who will immediately vaccinate the man if he is accepted.

866. As soon as a recruit joins any organization, depot, post, or station he will be examined by the surgeon to ascertain whether vaccination is required. In all cases where there is not unmistakable evidence of successful vaccination within a reasonable period the operation will be performed immediately. Vaccine virus is supplied by the Surgeon General.

867. Upon the arrival at a recruiting depot of an accepted applicant for enlistment he will be examined and enlisted or rejected with the least practicable delay.

If in the opinion of the surgeon or the commanding officer the disqualification in the case of any rejected applicant is of such a character that it should have been discovered by the recruiting officer who accepted and forwarded the applicant to the depot, the commanding officer will convene a board of three officers, one of whom shall be a medical officer if such officer is available, to examine

into the case and report whether the disqualification existed prior to acceptance, when, where, and by whom the applicant was accepted, and whether in the opinion of the board the disqualification should have been discovered by the recruiting officer. If the board is of the opinion that the recruiting officer was at fault in accepting and forwarding the applicant, it will, before making its report, communicate with him and give him an opportunity to be heard in the case, but if he fails to respond with reasonable promptness, the board will proceed with the case and render its report without further delay. In those cases in which the board finds that the recruiting officer was at fault the record of the proceedings of the board, together with the report of the surgeon and the original form for examining a recruit, will be forwarded directly to The Adjutant General of the Army with the recommendation of the commanding officer; but if the board finds that the recruiting officer was not at fault, it will so advise him, and no further action will be taken. If in the opinion of both the surgeon and the commanding officer the disqualification is not of such a character that it should have been discovered by the recruiting officer at the time of acceptance of the applicant, the case will not be referred to a board of officers. All military posts to which applicants for enlistment may be sent from general recruiting stations without previous medical examination will be regarded as depots within the meaning of this regulation.

Accepted applicants for enlistment who are found unfit for service on final examination at recruiting depots will be regarded as remaining under military observation until they have been returned to the recruiting stations at which they were accepted, or until they should have arrived at those stations after having been forwarded for them.

868. Every detachment of recruits ordered from a recruiting depot to any organization or post will, immediately preceding its departure, be critically inspected by the post commander and the senior medical officer present, and any sick or otherwise disabled will be held at depot. A recruit deemed unfit for continuance in the service will not be sent to an organization, but the necessary action will be taken by the commanding officer of the depot or depot post with a view to the discharge of the recruit on a surgeon's certificate of disability, or otherwise, as the case may require.

869. Before recruits are forwarded from a depot to organizations the post commander will cause the character of each recruit to be entered upon the service record; also the date and result of last vaccination. Officers in charge of detachments, if called upon, will exhibit the entries relative to vaccination to authorized inspectors of State boards of health. (*C. A. R., No. 55.*)

870. Upon arrival at a post each recruit who has not undergone examination by a medical officer, contract surgeon, or civilian physician will be examined, and defects will be recorded by the medical officer, with his opinion as to whether they existed prior to enlistment. A certificate of disability will be submitted if the recruit is disqualified for the service.

871. A monthly report of the medical examination of applicants for enlistment in the Regular Army will be made by the medical examiner for each garrisoned post or recruiting depot, and forwarded, not later than the sixth day of the month following that in which the examinations are made, directly to the Surgeon General of the Army, who will furnish blank forms for the purpose. (*C. A. R., No. 55.*)

RECRUITS SENT TO ORGANIZATIONS.

872. Recruits will be assigned to regiments and other organizations by The Adjutant General of the Army, under the direction of the Secretary of War, from recruit depots and depot posts. Recruits designated for assignment will

be borne on the rolls and returns of the depots and depot posts until the date of departure therefrom, when the assignment will take effect. Prior to that date they will not be taken up on the rolls of companies, regiments, or other organizations.

Correspondence between officers or enlisted men of the general recruiting service and other officers or enlisted men of the Army with a view to furnishing or obtaining recruits for particular organizations, either by the acceptance of applicants at general recruiting stations or by the assignment of recruits from recruit depots or depot posts, is prohibited.

873. Rescinded. (*C. A. R., No. 55.*)

874. Rescinded. (*C. A. R., No. 55.*)

875. An officer intrusted with the command of recruits ordered to regiments or other organizations will, on arriving at destination, forward the following papers:

1. To The Adjutant General of the Army, a report of date of arrival at the post, the strength and condition of the party when turned over to the commanding officer, and all circumstances worthy of remark which occurred on the journey.

2. To the commanding officer of the post or organization, the service records furnished him with the recruits, properly completed by noting in the column for remarks time and place of death, desertion, or other casualty that may have occurred. (*C. A. R., No. 55.*)

876. Rescinded. (*C. A. R., No. 55.*)

877. Soldiers enlisted by special authority for particular organizations will be sent to their proper stations without delay. An applicant will be subjected to the required examination before application is made for special authority for his enlistment.

ARTICLE LXVII.

INSPECTOR GENERAL'S DEPARTMENT.

GENERAL PROVISIONS.

878. The sphere of inquiry of the Inspector General's Department includes every branch of military affairs except when specially limited in these regulations or in orders. Inspectors general and acting inspectors general will exercise a comprehensive and general observation within the command to which they may be respectively assigned over all that pertains to the efficiency of the Army, the condition and state of supplies of all kinds, of arms and equipments, of the expenditure of public property and moneys, and the condition of accounts of all disbursing officers of every branch of the service, of the conduct, discipline, and efficiency of officers and troops, and report with strict impartiality in regard to all irregularities that may be discovered. From time to time they will make such suggestions as may appear to them practicable for the correction of any defect that may come under their observation.

879. Inspectors general or acting inspectors general assigned to a military command are under the immediate direction of its commanding general; when not so assigned, they are under the orders of the War Department. They will make the garrison and such special inspections as the commanding general may direct within the limits of his command, and will each be allowed the necessary clerks and one messenger, who will be assigned by the Secretary of War. (*C. A. R., No. 9.*)

880. Inspectors general and acting inspectors general will report by letter on arriving at their stations to the Inspector General of the Army. Thereafter they will furnish to him copies of all orders and written instructions received for tours of inspection or for investigations, giving the nature of the duty they are going to perform, the probable time they will be at each place to be visited during their tour, and the probable date they will return to their stations.

At the close of each fiscal year the inspector general assigned to a military command will submit to its commanding general a report covering the operations of the Inspector General's Department within the command during the preceding year, together with such recommendations for the improvement of the service as he may deem fit, and will forward a copy thereof, through military chanels, to The Adjutant General of the Army, who will transmit it to the Inspector General of the Army.

881. Inspectors general or acting inspectors general will make known their orders or instructions to commanding and other officers whose troops and affairs they are directed to inspect, and these officers will see that every facility and assistance, including clerical aid, if requested, is afforded. When making inspections within the territorial limits of the command of an officer subordinate to the officer ordering the inspections, they will, prior to the inspections, furnish to the subordinate commander a copy of their orders and an itinerary of their route in so far as they relate to the inspection of parts of his command.

882. An inspector general or acting inspector general will not give orders unless specially authorized to do so, and then only in the name of the superior giving such authority. He will report with strict impartiality all irregularities. He should refrain from informal conversation or comment upon subjects under investigation.

883. An inspector general or acting inspector general will exercise the greatest care that he does no injustice to organizations or individuals. When investigating accusations prejudicial to the character of an officer, he will make known to the officer their nature, and give him an opportunity to make his own statement in writing, which will be appended to the report. Copies or extracts from an inspection report reflecting upon or commending the character or efficiency of an officer may be furnished him by the commander to whom the report is submitted.

884. An inspector general or acting inspector general detailed to investigate alleged attempts to defraud the Government, or any irregularity or misconduct of any officer or agent of the United States, has authority to administer oaths to witnesses.

SPECIAL DUTIES.

885. Inspectors general will, from time to time, designate the articles which, in their opinion, should be procured and kept for sale by the Quartermaster Corps to officers and enlisted men while in garrison or permanent camps and while in temporary camps or on active campaign. These recommendations will be submitted to the Secretary of War for his action.

CLASSIFICATION OF INSPECTIONS.

886. Inspections are classified as follows:

1. Annual tactical inspections of troops of the mobile army by department and brigade commanders.
2. Annual garrison inspections.
3. Inspection of the National Guard.
4. Special and miscellaneous inspections.

Inspections of the Coast Artillery troops will include the annual garrison inspection, the inspection to be made by the Coast Artillery district commander as prescribed in the Regulations for the Instruction and Target Practice of Coast Artillery Troops, and such other inspections as may be directed. (*C. A. R., Nos. 9 and 48.*)

ANNUAL TACTICAL INSPECTIONS.

887. The responsibility for the annual tactical inspections is imposed upon the department and brigade commander by paragraphs 193 and 194. As far as practicable, the assistants of these commanders will be inspectors general or acting inspectors general of the arm to be inspected. (*C. A. R., No. 9.*)

ANNUAL GARRISON INSPECTION.

888. The annual garrison inspection will be conducted by officers of the Inspector General's Department during the period of garrison training. When practicable the inspector will belong to the arm to be inspected. The object of these inspections is to determine the state of discipline and efficiency attained in garrison training and the degree of efficiency and economy exercised in garrison administration.

889. All garrisons and posts shall be inspected at least once in each fiscal year by the inspector of the department or by his assistants. Ungarrisoned posts will be inspected at such times as the department commander may direct, ordinarily once in two years.

Inspections of garrisons and posts will embrace the following subjects:

1. Officers present, those absent on detached duty or otherwise, and those permanently incapacitated for any duty from any cause; whether the number of enlisted men in ranks at inspection corresponds to returns, how absentees are accounted for, and how many appear under arms at inspection; the number of men in the band, and if any are not musicians.

2. Whether the post is adequately armed and supplied, and maps of the post and of the country in its vicinity are kept.

3. Whether the commanding officer observes the system of instruction and treatment of subordinates enjoined by the regulations and properly executes the laws relating to neutrality, quarantine, and the regulations concerning international courtesy, so far as applicable to his post; whether justice is promptly and legally administered; the zeal of the commanding officer and his ability to perform his duties; whether due attention has been given by the commanding officer to the tactical training of the command, and whether field efficiency is made subordinate to routine administration; amount of correspondence and whether matters of routine are disposed of by personal interview or by official correspondence.

4. Whether officers are efficient, including a report as to any intemperance or immorality, and mentioning any officer or soldier who has distinguished himself or shown special efficiency in any department of study or duty.

5. The manner in which chaplains perform their duties.

6. The efficiency of administrative and staff officers, the correctness of their accounts; whether payments and issues are made in accordance with law and regulations; whether surplus supplies are taken up on returns and deficiencies accounted for.

7. Proficiency of troops in drill in the use of the bayonet as a fighting weapon, and the use of the saber in mounted and dismounted exercises and in mounted and dismounted fencing; proficiency in riding of officers of the staff corps and mounted officers of infantry; proficiency of officers and men of mounted organi-

zations in jumping hurdles, ditches, fences, and other obstacles, simulating those ordinarily found in cross-country riding; discipline and appearance of troops; state of arms, equipments, and accouterments of all kinds, and their fitness for field service; economy exercised by organization commanders in care and preservation of arms and equipment of all kinds; the character of recruits received, sources from which obtained, dates of arrival, and number received for each consignment; sufficiency, uniformity, and fit of clothing; the sufficiency of shoes for fitting and equipping enlisted men and the suitability of the place provided by the quartermaster for fitting purposes; failures of organization commanders to secure proper shoes for their commands or proper facilities for fitting and the causes for same; whether the schools for enlisted men are held as prescribed and properly conducted; nature and amount of drills, target practice, and gymnastic exercises; the amount of guard duty required and whether it is deemed excessive; efficiency in signaling; regularity of payment of troops, their health, and whether the sick are properly cared for; the number and percentage of desertions from each organization during the 12 months preceding the inspection and, if abnormal, special inquiry as to the cause therefor will be made and the result briefly reported.

7¼. Whether the annual obstacle ride for Cavalry and Field Artillery officers is held as prescribed, reporting all officers who fail to take it and giving reasons therefor.

7½. The extent and thoroughness of the instruction of the troops will be tested by tactical problems or exercises appropriate to the size of the command and to the available terrain.

8. Police and sanitation of the post; cleanliness, state of repair, and sanitary condition of all buildings; the number, character, and cost of buildings constructed since last annual inspection; economy exercised in care and preservation of public property.

9. Whether there are suitable rooms for use, respectively, as a library, reading room, chapel, and school; sufficient quantities of newspapers and periodicals schoolbooks, stationery, and school material for the use of enlisted men; whether the newspapers, periodicals, and schoolbooks are solely used by enlisted men; whether the library rooms are used at all by officers, and, if so, whether it interferes with their use by enlisted men; the attendance and progress of pupils and the system of instruction. See also paragraph 337.

10. System of messing; sufficiency, variety, and preparation of food.

11. Whether labor of the supply departments is performed by troops or civilians; if by the latter, their number, cost attending and reasons for their employment, and kind of labor performed by them.

12. Means of transportation, its condition and fitness for field service; training, grooming, shoeing, suitability, veterinary treatment and condition of public animals, and number unserviceable; also the suitability for military purposes of horses owned by officers.

13. Condition of all public property, and whether used for private purposes; whether buildings and property are properly secured against fire, theft, and damage.

14. Whether sales of subsistence stores are made to enlisted men according to regulations; whether there are damaged stores, and, if so, in what quantities and how damage was caused.

15. Water supply, facilities for laundry work, bathing, and swimming; system and condition of sewerage and drainage, and means of extinguishing fire.

16. Management and success of post exchange, and whether properly supplied and conducted according to regulations; extent, necessity for, and kind of gardens, success attending, and number of men employed therein.

17. Management and application of the regimental, company, mess, and post exchange funds, and whether the provisions of Article XXXIII are complied with.

18. Whether regimental, post, and company books, papers, and files, and those of the post staff departments, including chaplain's records, are properly kept, and the prescribed rolls and returns are properly prepared and promptly forwarded.

19. Condition of post cemetery and its records.

20. Efficiency of enlisted men, Medical Department, in ambulance and litter-bearer's drill, and methods of rendering first aid to the wounded. (*C. A. R., Nos. 9 and 55.*)

890. Inspectors while inspecting a command will call upon post, coast defense, regimental, battalion, and company commanders and the surgeon for a report by name of any officer under their immediate command who is incapacitated for service, either mentally, morally, or physically. When any officer is so reported the inspector will thoroughly investigate the case and submit his conclusions thereon to the officer ordering the inspection.

890½. Inspectors will especially inquire into and report by name, affirmatively or negatively as the case may be, whether the field officers of the commands they inspect are believed to be physically fit to perform all their duties in the field. The words "field officers" include all officers of the line and staff below the grade of brigadier general and above the grade of captain. (*C. A. R., No. 55.*)

891. The written reports of inspectors will set forth a correct return of the troops, the number present at and absent from the station and the absentees from inspection, and whether irregularities, etc., reported at last inspection have been remedied, after which will follow a statement of the results of the inspection, dealing only with defects, deficiencies, irregularities, recommendations, and commendations whereof the various items will be paragraphed and stated separately. These items will be grouped under the department within whose sphere the responsibility for the conditions stated falls, viz: Commanding officer, Quartermaster Corps, Corps of Engineers, etc. Brief statement will be made of the various drills and exercises held for the inspector and the report concluded with an exposition of the conclusions arrived at as to the state of discipline and efficiency attained in garrison training and the degree of efficiency and economy exercised in garrison administration.

892. On completion of an inspection of a garrison, post, or other command of troops, the inspector will furnish its commanding officer a written statement of all irregularities and deficiencies observed, which will be kept on file for the information of commanding officers and inspectors. The commanding officer, as soon as practicable, will submit to the next higher commander a copy of this statement, with a report showing what remedies he has applied or will apply to correct each of the irregularities or defects found, and will recommend the proper action with regard to those that he has not power or authority to remedy. These reports and statements will be promptly forwarded, through military channels, to The Adjutant General of the Army, by whom they will be transmitted to the Inspector General.

At arsenals, depots, and stations not under the supervision of department commanders inspectors will furnish like statements, and commanding officers will forward copies thereof, with their replies, to The Adjutant General for file with the inspection reports to which they pertain.

INSPECTION OF THE NATIONAL GUARD.

892½. (*a*) Inspections of the National Guard will be made at least once each year by inspectors general and, if necessary, by other officers of the Regular

Army detailed by the Secretary of War, or department commanders acting under instructions from the Secretary of War, to determine whether the amount and condition of the property in the hands of the National Guard are satisfactory; whether the National Guard is organized as prescribed by the act of Congress approved June 3, 1916; whether the officers and enlisted men possess the physical and other qualifications prescribed; whether the organization and the officers and enlisted men thereof are sufficiently armed, uniformed, equipped, and being trained and instructed for active duty in the field or coast defense, and whether the records are being kept in accordance with said act. The reports of such inspections shall serve as the basis for deciding as to the issue to and retention by the National Guard of the military property provided for by said act, and for determining what organizations and individuals shall be considered as constituting parts of the National Guard within the meaning of said act. Blanks and memoranda for use in making these inspections will be furnished by the Inspector General of the Army.

(*b*) Inspectors will inquire into and report upon the character and amount of work done by officers and enlisted men of the Regular Army on duty with the National Guard; the manner in which they perform their duties; their fitness for their positions; and whether the inspector-instructors comply with the War Department regulations and instructions relating to their duties.

(*c*) Inspectors general will inquire into and report upon the necessity, economy, and propriety of all disbursements of the National Guard property and disbursing officers for the United States, their strict conformity to the law appropriating the money, whether these officers comply with the law in keeping their accounts and making their deposits, and whether their property records are complete and properly kept, and the required reports and returns rendered.

(*d*) The inspector will verbally inform the organization commander of all irregularities and deficiencies noted in connection with the subject of organization, armament, and equipment, and will at the same time offer such assistance, advice, or suggestions as may be practicable looking to their correction.

(*e*) Reports of these inspections will be forwarded to the department commander, who will examine them with a view to the detection of errors and incompleteness, and correction of the same by the responsible inspectors, and then forward them to The Adjutant General of the Army. (*C. A. R., No. 48.*)

SPECIAL AND MISCELLANEOUS INSPECTIONS.

893. Special inspections and investigations within the limits of a command (territorial or tactical) may be made under orders of the commander thereof; but in all cases involving travel his selection of officers to perform such duty shall be restricted to inspectors general, acting inspectors general, or officers of the General Staff Corps on duty as such, at his headquarters under War Department assignment.

894. The annual inspection of the Soldiers' Home in the District of Columbia will be made by the Inspector General of the Army, in person, as required by law; and that of the National Home for Disabled Volunteer Soldiers, its records, disbursements, management, discipline, and condition, will be made by an officer of the Inspector General's Department under the provisions of the act of Congress approved August 18, 1894, who will report in writing, through the Inspector General of the Army, to the Secretary of War, the results of such inspection.

895. All armories, arsenals, depots, general hospitals, general recruiting stations, the proving ground at Sandy Hook, N. J., and the military prisoners in the United States penitentiary at Leavenworth, Kans., will be inspected annually and all national cemeteries once in two years. These inspections and the in-

spections of accounts of officers disbursing funds under the Secretary of War, and such special inspections of posts and commands as may be deemed advisable, will be directed by the Secretary of War to be made by officers recommended by the Inspector General of the Army, with a view to their special fitness for the work enjoined.

896. Inspections of the military departments and business methods of the Military Academy and of the service schools will be made annually by the Inspector General or officers recommended by him under specific instructions of the War Department.

896½. Inspections of the United States Disciplinary Barracks or any branch thereof will be made annually by an officer on duty in the Office of the Inspector General of of the Army. (*C. A. R., No. 24.*)

897. The inspection of disbursements and money accounts of disbursing officers required by act of April 20, 1874, will be made by officers of the Inspector General's Department or by others detailed for that purpose, and, as far as practicable, at irregular intervals, but no officer so detailed shall be in any way connected with the corps or staff department making the disbursement. The inspection of the accounts and records of the National Guard property and disbursing officers of the United States, required by section 67 of the act of June 3, 1916, will be made at least once each year by officers of the Inspector General's Department. The frequency of these inspections will be regulated by the Secretary of War. (*C. A. R., No. 48.*)

898. Just prior to the departure of an Army transport from a terminal port, and immediately upon its arrival at such port, it will be minutely inspected by an officer of the Inspector General's Department, or, if no officer of that department is available, by an officer previously designated for the performance of this duty. In making this inspection all irregularities and deficiencies found by the inspector or mentioned in the report of the commanding officer of the troops, required by paragraph 234, Army Transport Service Regulations, will be investigated.

899. The Inspector General of the Army will keep the inspectors of the several military departments informed, through the proper channels, of such inspections of accounts of disbursing officers and of places not under the immediate command of the department commander as the Secretary of War desires shall be made by them. Department commanders in issuing orders for inspections involving travel will consider the most advantageous and economical plan.

REPORTS.

900. Reports of prescribed inspections of troops, stations, and accounts of disbursing officers under the authority of the department commanders will be forwarded, through military channels, to The Adjutant General of the Army and transmitted to the Inspector General of the Army. In case irregularities, deficiencies, or misconduct are reported, a commander in forwarding a report will state what remedies he has applied or will apply to correct them, adding any recommendations that he may desire to make. Unusual delays in forwarding a report will be explained. When a report contains any item requiring prompt administrative or disciplinary action beyond the power or authority of the department commander, an extract thereof will be forwarded at once by him. All other reports of inspectors will be forwarded directly to the Inspector General of the Army, except when otherwise specially directed, and all inspection reports not confidential will be filed in his office. The Inspector General will submit to the Chief of Staff all reports that contain matters requiring correction. (*C. A. R., No. 55.*)

DISBURSEMENTS AND ACCOUNTS.

901. Inspectors general and acting inspectors general will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the law appropriating the money, and whether the disbursing officers comply with the law in keeping their accounts and making their deposits. A statement of receipts and expenditures and of the distribution of funds, with lists of outstanding checks, on forms furnished by the Inspector General of the Army, will be submitted by the disbursing officer to the inspector, who should immediately transmit the lists of outstanding checks to the several depositaries. Upon return from a depositary balances will be verified and noted on the inspection report, which will then be forwarded to the Inspector General, with a copy of each list of outstanding checks and the indorsements thereon. The original lists will be retained by the inspector to be used at the next inspection of the officer's accounts and then sent to the Inspector General.

902. When an officer ceases to act as a disbursing officer, or for any reason closes his accounts, he will prepare a closing statement of his money accounts from date of last inspection to and including the closing of his accounts, with a separate list of outstanding checks. If he is under the command of a department commander, or his accounts are assigned for inspection to the department inspector, he will forward the statement and list of checks to department headquarters, through military channels, for the usual action. If disbursing under the direction of the Secretary of War without such assignment, he will forward his papers directly to The Adjutant General of the Army, who will transmit them to the Inspector General of the Army. He will also comply with the requirements of paragraphs 588 and 630.

PROPERTY FOR CONDEMNATION.

903. Except as provided in paragraph 717, inspections having in view the condemnation of property will be made by inspectors general or acting inspectors general; but in cases of emergency, such as when a station is abandoned or when troops change station, such inspections may be made by officers specially designated by the commander of a department, or the commander of a division, or army in the field, or higher authority.

904. Officers will prepare and sign in duplicate, on blank forms furnished by the Inspector General of the Army, inventories of public property requiring inspection, and present them, with the property, to the Inspector General or Acting Inspector General at the time of his visit. In the case of rapidly deteriorating subsistence stores or of unserviceable public animals, or of pressing emergency, such inventories will be prepared whenever necessary, and one copy will be forwarded to the commander having authority to appoint an inspector. Public animals will be inventoried singly, with a brief description of color, sex, age, and distinguishing marks. Public buildings which have become unserviceable and can not be kept in repair at reasonable cost, or which occupy ground required for new buildings or other improvements, will be entered upon a separate inventory and brought before an inspector for his action.

905. For inspection the property will be arranged in the order of enumeration in the inventory, every article will be examined by the inspector, and the officer responsible will accompany him and be prepared to give all necessary information in regard to it.

906. Inspectors will examine all property presented for condemnation. When all property presented has been destroyed, the two copies of the inventory and inspection report will be delivered by the inspecting officer to the accountable officer. In cases in which the inspector recommends the sale of any property, or its transfer to depots, he will forward both copies of the inventory

and inspection report to department or division headquarters, and if the inspector's action is approved by the department or division commander, both copies will be returned to the accountable officer; and, in similar cases, when the accountable officer is not serving under the department or division commander and all the property has been destroyed, both copies of the inventory and inspection report will be forwarded to the accountable officer, or if sale or transfer of the property is recommended, the inspecting officer will forward both copies of the inventory and inspection report to the Inspector General of the Army, who will forward them to the Chief of Staff through the chief of the bureau concerned; both copies will be returned to the accountable officer.

907. Inspectors will exercise great care in examining property submitted to them for condemnation and in making recommendations regarding its disposition. Articles "to be continued in service" are such as are still serviceable. Those "to be dropped" from the returns are such as can not be sold at the post and are not worth cost of transportation to an arsenal or depot for repair. If worthless, they must be so far destroyed as to prevent any possibility of future presentation. Such articles as can not be destroyed will, when practicable, be marked "I. C." (inspected—condemned), or will be broken up and the serviceable parts retained. Condemned animals will be branded "I. C." on the neck under the mane. Should the inspector's recommendation be disapproved in regard to articles marked "I. C." the marks will be canceled and a certificate of the fact given to the responsible officer. Suitable brands and stencils will be kept for use of inspectors at posts and depots. Articles "to be sold at post" are such as are of no further public use or not worth cost of transportation to a depot. Those "to be turned in to depot" are such as can not be repaired at the post and are worth cost of transportation. Small arms found to be unfit for service and hand arms and personal and horse equipments ordered turned in to depot will first be turned in to the post ordnance officer, who will, when sufficient stores have accumulated to make an economical shipment, send them to an arsenal designated by the Chief of Ordnance. As unserviceable surveying, reconnaissance, or drafting instruments have generally some salable value and can usually be repaired or utilized in part, such property will be submitted to an inspector with a view to being turned in to an engineer depot for repair or for final disposition under the provisions of this paragraph. Property will not be turned in to depots without authority from the head of the staff department to which the property pertains, except in the Philippine and Hawaiian Departments, where such authority may be given by the commanding generals of those departments. The authority herein referred to, of heads of staff departments, will usually be given in general terms in the form of approved memoranda indicating the most advantageous method of disposing of various classes of unserviceable property, which memoranda will serve as guides to department and higher commanders and inspectors, or surveying officers. When property ordered "to be turned in to depot" on the recommendation of an inspector or surveying officer is found, upon receipt at the depot, to be in such condition that it can not be made suitable for issue, it may be destroyed or broken up under such instructions as may be given by the head of the department concerned, or by the commanding generals, Philippine and Hawaiian Departments, so far as pertains to property turned in to depots at Manila, Philippine Islands, and depots in Hawaii Territory.

When property is turned in to an arsenal or depot suitable reference will be given on the invoice to the authority for turning it in; when property is turned in to a depot to be sold on the recommendation of an inspector the invoice will be accompanied by extract copies of the approved inventory and inspection reports. (*C. A. R., Nos. 6, 30, and 37.*)

908. Public property in use will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance when really strong and serviceable.

909. Great care will be taken to prevent property once condemned and ordered dropped from the returns from being again presented for inspection. When public property is presented to an inspector for condemnation, the officer responsible will certify on the inventory that the property has not been previously condemned.

910. Inspectors will, when practicable, cause the destruction, in their presence, of all property found to be worthless and which is without money value at or near the place of inspection, except small arms, and will state in their reports that "the articles recommended to be destroyed have no money value at or near the post." The action of an inspector on property of this character will be final, and his report will be a valid voucher for the responsible officer. Inspectors will be held responsible for their action in this particular. When property thus condemned is not destroyed in the presence of the inspector or a disinterested officer representing the inspector, the responsible officer will certify to the fact of subsequent destruction in his presence.

911. An inspection report on damaged clothing will set forth the amount of damage to each article; also a list of such articles as are fit to issue to prisoners, or, at reduced prices, to enlisted men willing to receive them.

912. Department commanders may give orders, on the reports of authorized inspectors, to make such disposition of condemned property as the case may require, except public buildings, for which the order of the Secretary of War is required. If the property be of considerable value and there be good reason to suppose that it can be more advantageously applied or disposed of elsewhere than within the command, the report will be forwarded for the action of the War Department.

913. The following-mentioned property will not be presented for the action of an inspector without the authority of the Secretary of War:

1. Cannon and their carriages, machine and automatic guns with their carriages and mounts, but not including spare parts, accessories, implements, and equipments required in their maintenance and operation; also ammunition for cannon.

2. Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Engineer Department, the Signal Corps, or the Torpedo Depot, and forming part of the permanent seacoast defenses, including submarine mine cable, but not including supplies such as wiring, tools, clamps, and battery fluid, fragile articles like battery jars and carboys, or spare parts and accessories not essential to the operation of the installation, such as battery syringes and hydrometers.

All of the copies of the inventory and inspection report on such property will be forwarded by the department commander directly to the chief of the bureau concerned for the final action of the Secretary of War. (*C. A. R., No. 55.*)

914. Orders for the final disposition of condemned property will be indorsed by the proper authority on the inspection reports, each copy being made complete in itself. Both copies will be forwarded, through military channels, to the accountable officer, who will forward one with his accounts and file the other with his retained papers.

ARTICLE LXVIII.

JUDGE ADVOCATE GENERAL'S DEPARTMENT.

915. The Judge Advocate General is the custodian of the records of all general courts-martial, courts of inquiry, and military commissions, and of all

papers relating to the title of lands under the control of the War Department, except the Washington Aqueduct and the public buildings and grounds in the District of Columbia. The officers of this department render opinions upon legal questions when called upon by proper authority.

916. The judge advocate of each department, or the officer acting as such, will, as soon as practicable after June 30 of each year, render to the Judge Advocate General a report for the year terminating on that date, giving the number and character of cases tried by courts-martial in the department during the period, with his recommendations and remarks touching the administration of military justice. This report will also contain such data and information as may from time to time be directed by the Judge Advocate General.

917. Rescinded; see M. C. M., paragraphs 367 and 474. (*C. A. R., No. 55.*)

918. Judge advocates and acting judge advocates will forward to the Judge Advocate General, on June 30 each year, with the reports prescribed in paragraph 916, lists of the law books for which they are responsible.

919. Applications of officers, enlisted men, and military prisoners for copies of proceedings of general courts-martial, to be furnished them under the one hundred and fourteenth article of war, will, when received by post or other commanders, be forwarded directly to the Judge Advocate General.

920. Communication between department commanders and the Judge Advocate General in respect of proceedings of military courts received and filed in the office of the Judge Advocate General will be direct. Judge advocates, under the terms of section 1201, Revised Statutes, are required to perform their duties under the general direction of the Judge Advocate General. In routine matters judge advocates and the Judge Advocate General may correspond directly. (*C. A. R., No. 9.*)

921. The reports which the Judge Advocate General of the Army may render upon cases received by him, and which require the action of the President, will be transmitted to The Adjutant General of the Army for record and for submission to the Chief of Staff for the consideration of the Secretary of War and the President. After final action is had by superior authority in such cases, all the papers will be returned to The Adjutant General of the Army, who, before publishing the action taken, will refer the papers to the Judge Advocate General of the Army for further scrutiny.

ARTICLE LXIX.

Arrest and Confinement.

922. Only commanding officers have power to place officers in arrest, except as provided in the sixty-eighth article of war. An officer is placed in arrest by his commanding officer in person or through another officer, by a verbal or written order or communication, advising him that he is placed in arrest, or will consider himself in arrest, or words to that effect. (*C. A. R., No. 55.*)

923. An officer arrested will repair at once to his tent or quarters, and there remain until more extended limits have been granted by his commanding officer. Close confinement will not be enforced except in cases of a serious nature. (*C. A. R., No. 55.*)

924. Officers will not be placed in arrest for light offenses. For these the censure of the commanding officer will generally answer the purpose of discipline. Whenever a commanding officer places an officer in arrest without preferring charges, he will make a written report of his action to the brigade or Coast Artillery district commander, stating the cause. The brigade or Coast Artillery district commander, if he thinks the occasion requires, will call on the

officer arrested for any explanation he may desire to make, and take such other action within his authority as he may think necessary, forwarding the papers, with his recommendation, to the officer exercising general court-martial jurisdiction, who will, in case a trial is not deemed advisable, forward the papers to The Adjutant General of the Army for file with the officer's record, or for further action, stating the reasons why he deems trial inadvisable. In the case of officers belonging to organizations not attached or belonging to a brigade or Coast Artillery district, the report will be sent directly to the officer exercising general court-martial jurisdiction. (*C. A. R., No. 55.*)

925. In ordinary cases where inconvenience to the service would result from it, a medical officer will not be placed in arrest until the court-martial for his trial convenes.

926. An officer in arrest can not exercise command of any kind. He will not wear a sword nor visit officially his commanding or other superior officer, unless directed to do so. His applications and requests of every nature will be made in writing. (*C. A. R., No. 55.*)

927. On the march, field officers and noncommissioned staff officers in arrest will follow in the rear of their respective regiments, and company officers and noncommissioned officers in arrest in rear of their respective companies, unless otherwise specially directed.

928. Enlisted men against whom charges have been preferred will be designated as "awaiting trial;" enlisted men who have been tried will, prior to the promulgation of the result, be designated as "awaiting result of trial;" enlisted men serving sentences of confinement, not involving dishonorable discharge, will be designated as "garrison prisoners." Persons sentenced to dismissal or dishonorable discharge and to terms of confinement at military posts or elsewhere will be designated as "general prisoners."

929. Noncommissioned officers will not be confined in company with privates if it can be avoided. When placed in arrest they will not be required to perform any duty in which they may be called upon to exercise authority or control over others, and when placed in confinement they will not be sent out to work. (*C. A. R., No. 55.*)

930. Except as provided in the sixty-eighth article of war, or when restraint is necessary, no soldier will be confined without the order of an officer, who shall previously inquire into his offense. It is proper, however, for a company commander to delegate to noncommissioned officers of his company the power to place enlisted men in arrest as a means of restraint at the instant when restraint is necessary, but such action must be reported to the company commander at once. (*C. A. R., No. 55.*)

931. The arrest or confinement of an enlisted man will be reported, as soon as practicable, to his company or detachment commander by the officer authorizing the arrest or confinement.

932. Prisoners awaiting trial by, or undergoing sentence of, general court-martial and those confined for serious offenses, will be kept apart, when practicable, from those confined by sentence of an inferior court, or for minor offenses. General prisoners will not be confined with other prisoners except in cases of necessity. Enlisted men in confinement for minor offenses, or awaiting trial, or the result of trial for the same, will ordinarily be sent to work under charge of unarmed overseers instead of armed sentinels, and will be required to attend drills unless the commanding officer shall direct otherwise. (*C. A. R., No. 55.*)

933. An officer charged with crime or with a serious offense under the Articles of War shall be placed in arrest by the commanding officer, and in exceptional cases an officer so charged may be placed in confinement by the

same authority. A soldier charged with crime or with a serious offense under the Articles of War shall be placed in confinement, and when charged with a minor offense he may be placed in arrest. Any other person subject to military law charged with crime or with a serious offense under the Articles of War shall be placed in confinement or in arrest, as circumstances may require; and when charged with a minor offense such person may be placed in arrest. Any person placed in arrest as hereinbefore specified shall thereby be restricted to his barracks, quarters, or tent, unless such limits shall be enlarged by proper authority. (*C. A. R., No. 55.*)

934. In the absence of special instructions, the old officer of the day will, at guard mounting, release all garrison prisoners whose sentences expire that day. If there are any prisoners with no record of charges against them, the old officer of the day will report that fact to the commanding officer, who will give the necessary instructions. (*C. A. R., No. 55.*)

935. Prisoners will not be placed in irons except in the extraordinary case of a prisoner who, in the judgment of the commanding officer, is a desperate or dangerous character, in which case report of action and the circumstances will be immediately made to the department or tactical division commander. When a prisoner is removed from irons a report of that action will be made to the department or tactical division commander. A prisoner may be shackled or handcuffed while being transported from one post to another, or from a post to a penitentiary when, in the judgment of the officer in charge, the escape of the prisoner can not otherwise be prevented. (*C. A. R., No. 31.*)

936. Special rules and regulations will be promulgated by the Secretary of War to govern the enforcement of discipline, the methods of guarding, and the treatment of general prisoners confined at posts; also the measure of labor to be imposed and the character of clothing and diet to be furnished them.

937. The commanding officer at posts where general prisoners are confined will forward, on the last day of every month, directly to The Adjutant General of the Army and to the department commander, a return of general prisoners. Blank forms for this return will be furnished by The Adjutant General's Department. General prisoners will be reported under the following headings: (*a*) General prisoners under sentence for purely military offenses alone. (*b*) General prisoners under sentence for statutory or common-law crimes or misdemeanors either alone or in connection with purely military offenses.

938. Prisoners will not be transferred from places of trial to places at which they are sentenced to confinement except on orders of department commanders or higher authority. The strength of guards to accompany them will be limited to the necessities of safe delivery. Orders detailing guards in charge of prisoners will provide for the return journey of the guard and for commutation of rations when such commutation is necessary. The commanding officer of a place from which a prisoner is transferred will send, under seal, to the commanding officer of the place to which the prisoner is transferred the following papers in his case, namely: Service record (in case of a garrison prisoner); orders promulgating and modifying sentences; statement of conduct while under sentence to date of transfer; complete inventory of personal property, with signature of prisoner acknowledging its correctness, and list of clothing in possession of the prisoner when forwarded. Personal property not accompanying the prisoner will be assembled, carefully identified, and securely packed before shipment. In case of a general prisoner (who is not under suspended sentence of dishonorable discharge) transferred from a place in the United States the commanding officer will send the discharge papers of the prisoner, together with all the other papers hereinbefore described except the

service record. In lieu of the service record the commanding officer will send a certified copy of the prisoner's record as recorded on the form furnished by the Adjutant General's Department for keeping such records. In case a prisoner convicted of purely military offenses is transferred to the United States from the Philippine or Hawaiian Department, China, the Canal Zone, Alaska, or from any other place outside the continental limits of the United States, his service record, completed to date of transfer if the prisoner is under a suspended sentence of dishonorable discharge, or to date of dishonorable discharge if he has been dishonorably discharged, will be sent, under seal, in addition to the other papers hereinbefore described. (*C. A. R., No. 55.*)

939. All serviceable clothing which belongs to a prisoner, and his blankets, will accompany him to the place designated for his confinement, and will be fully itemized on the clothing list. The guard in charge of the prisoner during transfer will be furnished with a duplicate of this list and will be held responsible for the delivery, with the prisoner, of all articles itemized therein. At least one serviceable woolen blanket will be sent with every such prisoner so transferred. (*C. A. R., No. 55.*)

940. The personal effects of military prisoners who have escaped from confinement, except such as possess some special value as keepsakes, may be disposed of by sale as in the case of effects of deceased soldiers, and the proceeds thereof, together with any money left by the prisoner in the hands of the company commander, be turned over to a quartermaster, who should account for the same in the manner provided for quartermasters' collections. The officer will take the quartermaster's receipt for the amount paid him and forward the same to the Auditor for the War Department.

941. No general prisoner will be released from confinement except on an order communicated by the commanding officer, who, before giving such order, will verify the date of expiration of the prisoner's sentence by examining all orders fixing or modifying his term of confinement.

941½. All orders from the War Department remitting or mitigating the sentences of general prisoners, except in cases where remission is granted in connection with honorable restoration to duty, will be signed by an officer of The Adjutant General's Department, will bear the seal of the War Department, and will be recorded in and issued from The Adjutant General's Office. Whenever the custodian of a general prisoner is in doubt as to the authenticity of an order for the remission or mitigation of the sentence of such prisoner, he will, before carrying the order into effect, make telegraphic inquiry of The Adjutant General's Office as to the authenticity of the order. In cases where the remission is granted in connection with honorable restoration to duty, the action of the Secretary of War will be published in a special order of the War Department bearing the seal of The Adjutant General's Office. (*C. A. R., No. 55.*)

942. General prisoners, other than those confined in penitentiaries, will be allowed in abatement of their terms of confinement when serving sentences of over three months, and not over 12 months, five days for each complete period of 25 days during the whole of which their conduct has been good; but the abatement of five days so authorized shall not have the effect in any case of reducing the confinement below three months. On sentences exceeding one year they will be allowed the foregoing abatement for the first year of the sentence including abatement, and thereafter 10 days for each complete period of 20 days during the whole of which their conduct has been good. Abatements thus authorized may be forfeited, wholly or in part, by subsequent misconduct, such forfeiture to be determined by the commanding officer of the post where the

prisoner is confined. A general prisoner serving sentence in a penitentiary will be allowed the abatement authorized for convicts in that penitentiary.

Garrison prisoners will be allowed in abatement of their terms of confinement when serving sentences of one month five days for good conduct. On sentences exceeding one month they will be allowed the foregoing abatement for the first month of the sentence, and thereafter 10 days for each complete period of 20 days during the whole of which their conduct has been good. Abatements thus authorized may be forfeited, wholly or in part, by subsequent misconduct, such forfeiture to be determined by the commanding officer of the post where the prisoner is confined.

In order to secure uniformity in computing abatement of terms of confinement the following method of computation will be used:

A general prisoner or garrison prisoner will be credited at the beginning of his confinement with all the good-conduct time that can be earned in his case during the entire period of his sentence. All months will be assumed to consist of 30 days. When forfeitures of good-conduct time are imposed, they will be deducted from the amount of the prisoner's credit, but care will be taken not to impose or deduct a forfeiture in excess of the amount of good-conduct time that has actually been earned at date of forfeiture.

Where a prisoner is serving two or more sentences the whole of all the sentences will be added together and treated as one sentence for the purpose of the computation of good-conduct time. (*C. A. R., Nos. 3 and 55.*)

943. After a garrison prisoner has served one-half of his sentence he may, if his enlistment has not expired, submit to the commander of the post where the sentence is being executed a request to be put on probation for the remainder of the term of confinement adjudged. If the conduct of the garrison prisoner has been good in all respects, this request will be granted by the commander of the post; and, if it be granted, the soldier will be restored to duty upon condition that if his conduct is not good while on probation he will be required to serve such part of his sentence as remained unexecuted at the time that he was put on probation.

After a general prisoner who is serving sentence at a post has served one-half of his sentence, he may submit to the commanding officer of the post an application to be placed upon parole during working hours for the remainder of the term of confinement. Such application will contain a pledge on the part of the applicant to comply with all general conditions under which general prisoners may be paroled, and also with any special requirements that may from time to time be made of him. Upon receipt of such an application the post commander may, in the exercise of his discretion, parole the prisoner during working hours for work upon condition that if the prisoner's conduct is not good the parole status will be forfeited. The granting of the qualified parole here authorized does not constitute a release of the prisoner from military custody or control, but merely authorizes a relaxation of the strict rule which would otherwise require the presence of a guard whenever the prisoner is outside of the guardhouse.

In determining what constitutes one-half of a sentence the calculation will be based upon the prisoner's term without deduction for good conduct.

The abatement for good conduct authorized in paragraph 942 will continue to accrue during the good conduct of a garrison prisoner on probation or of a general prisoner on parole.

The parole of garrison prisoners is authorized in the discretion of the post commander, and he may also authorize certain garrison prisoners to leave the

guardhouse, not under charge of a sentinel, for the purpose of working outside under such surveillance and restrictions as he may impose. (*C. A. R., Nos. 12 and 39.*)

944. Rescinded; see M. C. M., pars. 381, 382, and 402. (*C. A. R., No. 55.*)

ARTICLE LXX.

COURTS-MARTIAL.

945. Rescinded; see M. C. M., pars. 7 and 12. (*C. A. R., No. 55*).
946. Rescinded; see M. C. M., par. 81. (*C. A. R., No. 55.*)
947. Rescinded; see M. C. M., par. 89. (*C. A. R., No. 55.*)
948. Rescinded; see M. C. M., par. 86. (*C. A. R., No. 55.*)
949. Rescinded; see M. C. M., pars. 91 and 99. (*C. A. R., No. 55.*)

SUBPŒNAS TO WITNESSES.

950. Rescinded; see pars. 95, 160, and 161. (*C. A. R., No. 55.*)
951. Rescinded; see A. R., 996½. (*C. A. R., No. 55.*)
952. Rescinded; see M. C. M., par. 168. (*C. A. R., No. 55.*)
953. Rescinded; see M. C. M., pars. 333 and 336. (*C. A. R., No. 55.*)
954. Rescinded; see M. C. M., par. 75. (*C. A. R., No. 55.*)
955. Rescinded; see M. C. M., pars. 35 and 76. (*C. A. R., No. 55.*)
956. Rescinded; see M. C. M., par. 75. (*C. A. R., No. 55.*)
957. Rescinded; see M. C. M., pars. 43, 44, and 351. (*C. A. R., No. 55.*)
958. Rescinded; see M. C. M., pars. 43 and 349. (*C. A. R., No. 55.*)
959. Rescinded; see M. C. M., par. 351. (*C. A. R., No. 55.*)
960. Rescinded; see M. C. M., pars. 350 and 358. (*C. A. R., No. 55.*)

TRIALS.

961. Rescinded; see M. C. M., pars. 108 and 109; (*C. A. R., No. 55.*)
962. Rescinded; see M. C. M., par. 306. (*C. A. R., No. 55.*)

SENTENCES.

963. Rescinded; see M. C. M., par. 348. (*C. A. R., No. 55.*)
964. Rescinded; see M. C. M., par. 345. (*C. A. R., No. 55.*)
965. Rescinded; see M. C. M., par. 394. (*C. A. R., No. 55.*)
966. Rescinded; see M. C. M., pars. 396, 397, and 398. (*C. A. R., No. 55.*)
967. Rescinded; see M. C. M., par. 389. (*C. A. R., No. 55.*)
968. Rescinded; see M. C. M., par. 386. (*C. A. R., No. 55.*)
969. Rescinded; see M. C. M., par. 401. (*C. A. R., No. 55.*)
970. Rescinded; see M. C. M., par. 401, and A. R. 1371, as amended. (*C. A. R., No. 55.*)
971. Rescinded; see M. C. M., par. 389. (*C. A. R., No. 55.*)
972. Rescinded; see M. C. M., par. 401. (*C. A. R., No. 55.*)
973. Rescinded; see M. C. M., par. 401. (*C. A. R., No. 55.*)
974. Rescinded; see M. C. M., par. 320. (*C. A. R., No. 55.*)
975. Rescinded. (*C. A. R., No. 12.*)
976. Rescinded; see A. R. 1370½. (*C. A. R., No. 55.*)
977. Rescinded; see A. W. 50. (*C. A. R., No. 55.*)
978. Rescinded; see A. R. 1370. (*C. A. R., No. 55.*)

THE RECORD.

979. Rescinded; see M. C. M., pars. 354, 358, and 363. (*C. A. R., No. 55.*)
980. Rescinded; see M. C. M., par. 117. (*C. A. R., No. 55.*)
981. Rescinded; see M. C. M., pars. 366 and 370. (*C. A. R., No. 55.*)
982. Rescinded; see M. C. M., par. 367. (*C. A. R., No. 55.*)
983. Rescinded; see M. C. M., pars. 352 and 364. (*C. A. R., No. 55.*)
984. Rescinded; see M. C. M., par. 400. (*C. A. R., No. 55.*)

REPORTERS, CLERKS, INTERPRETERS.

985. Rescinded; see M. C. M., par. 105. (*C. A. R., No. 55.*)
986. Rescinded; see M. C. M., pars. 112, 113, 115, and 116. (*C. A. R., No. 55.*)
987. Rescinded; see M. C. M., par. 118. (*C. A. R., No. 55.*)
988. Rescinded; see M. C. M., par. 119. (*C. A. R., No. 55.*)

ARTICLE LXXI.

CIVILIAN WITNESSES.

989. Rescinded; see M. C. M., par. 184. (*C. A. R., No. 55.*)
990. Rescinded; see M. C. M., par. 185. (*C. A. R., No. 55.*)
991. Rescinded; see M. C. M., pars. 172 and 193. (*C. A. R., No. 55.*)
992. Rescinded; see M. C. M., par. 186. (*C. A. R., No. 55.*)
993. Rescinded; see M. C. M., par. 187. (*C. A. R., No. 55.*)
994. Rescinded; see A. R. 996¾. (*C. A. R., No. 55.*)

ARTICLE LXXII.

EMPLOYMENT OF CIVIL COUNSEL; SUMMONS BY CIVIL COURT.

995. The employment of counsel at the expense of the United States is under the direction of the Department of Justice.

996. When a necessity arises for an attorney or counselor to defend or advise officers and others connected with the military service in cases connected with their public duties, request, with report of the facts, will be made to The Adjutant General of the Army through the regular military channels, but in cases which will not admit of delay the request may be sent direct. The Adjutant General will promptly submit all such requests to the Secretary of War for reference to the Department of Justice. Officers and others in the military service employing an attorney or counselor without being specially authorized to do so will be required to pay the expenses attendant upon such employment.

996½. An officer or enlisted man who receives a summons to attend as a witness before any civil court, or other civil tribunal competent to issue subpœnas, will, before starting to obey the summons, request authority from his commanding officer to obey the same. (*C. A. R., No. 55.*)

996¾. Compensation to civilians in or out of Government employ for attendance upon civil courts is payable by the civil authorities. (*C. A. R., No. 55.*)

997. Rescinded; see M. C. M., par. 478. (*C. A. R., No. 55.*)
998. Rescinded; see M. C. M., par. 478. (*C. A. R., No. 55.*)
999. Rescinded; see M. C. M., par. 479. (*C. A. R., No. 55.*)

ARTICLE LXXIII.

QUARTERMASTER CORPS.

NOTE.—Regulations for the government of the Quartermaster Corps, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Quartermaster General. Only such regulations are herein given as are general in their nature or affect other branches of the service. (*C. A. R., No. 10.*)

GENERAL DUTIES.

1000. The Quartermaster Corps is charged with the duty of providing means of transportation of every character, either under contract or in kind, which may be needed in the movement of troops and material of war. It furnishes all public animals employed in the service of the Army, the forage consumed by them, wagons and all articles necessary for their use, and the horse equipments for the Quartermaster Corps. It furnishes clothing, camp and garrison equipage, barracks, storehouses, and other buildings; constructs and repairs roads, railways, bridges; builds and charters ships, boats, docks, and wharves needed for military purposes; supplies subsistence for enlisted men and others entitled thereto; supplies articles for authorized sales and issues; furnishes lists of articles authorized to be kept for sale; gives instructions for procuring, distributing, issuing, selling, and accounting for all quartermaster and subsistence supplies; has charge of the supply and distribution of and accounting for funds for the payment of the Army, and such other financial duties as are specially assigned to it; and attends to all matters connected with military operations which are not expressly assigned to some other bureau of the War Department. (See par. 1493.) (*C. A. R., No. 46.*)

1001. The Quartermaster Corps transports to the place of issue and provides storehouses and other means of protection for the preservation of stores supplied for the Army by other departments.

1002. General depots for the collection, manufacture, and preservation of quartermaster stores, until required for distribution, are under the immediate control of the Quartermaster General. (*C. A. R., No. 10.*)

1003. The Quartermaster General will announce from time to time the depots from which requisitions for quartermaster supplies—issuable under Army Regulations—will be filled.

The commanding officers of the depots so designated will fill, as soon as possible after their receipt, all requisitions approved by competent authority. (*C. A. R., No. 10.*)

1004. Department commanders will take final action on all requisitions for supplies furnished by the Quartermaster Corps issuable under Army Regulations or general orders and send them for supply to the depots designated by the Quartermaster General. (*C. A. R., No. 10.*)

1005. Requisitions for quartermaster supplies not covered by Army Regulations or general orders will be forwarded to the Quartermaster General for his action. (*C. A. R., No. 10.*)

1006. Rescinded. (*C. A. R., No. 7.*)

1007. Emergency purchases of quartermaster stores payable from appropriations for incidental expenses, Army transportation, and regular supplies, not exceeding $200 in any one case, may be made under the authority of the department commander, but purchases under this authority should be avoided as much as possible by timely requisitions.

1008. Estimates for funds required to discharge accrued liabilities, or liabilities to become due within the month for which the funds are to be supplied,

will be submitted by quartermasters at posts under the jurisdiction of department commanders to their respective department quartermasters; by recruiting officers (for funds pertaining to appropriation Subsistence of the Army) to the disbursing officers designated to settle their accounts, and by depot quartermasters and quartermasters of independent stations directly to the Quartermaster General, sufficient time in advance of the period for which required to insure the funds being available when payments become due. (*C. A. R., No. 10.*)

1009. 1. The enlisted members of the Quartermaster Corps will consist of such number and grades as the President may from time to time authorize under the provision of law.

2. Quartermaster sergeants, senior grade, quartermaster sergeants, and sergeants, first class, will be appointed by the Secretary of War on the recommendation of the Quartermaster General. Sergeants will be appointed by the Quartermaster General, and corporals, cooks, and privates, first class, will be appointed by the commander of a territorial department, division, or separate brigade in the field, on the recommendation of the department, division, or brigade quartermaster. Before appointment quartermaster sergeants, senior grade, quartermaster sergeants, sergeants, first class, and sergeants must pass, under the direction of the Quartermaster General, a satisfactory examination, to be conducted by the quartermaster of the station at which the applicant may be serving, or elsewhere, as the Quartermaster General may direct.

Quartermaster sergeants, senior grade, quartermaster sergeants, and sergeants, first class, though liable to discharge for inefficiency or misconduct, will not be reduced, except by sentence of a court-martial. Sergeants may be reduced by sentence of a court-martial or by the Quartermaster General, and corporals, cooks, and privates, first class, may be reduced by sentence of a court-martial, by the Quartermaster General, or by the commander of a territorial department, division, or separate brigade in the field, on the recommendation of the department, division, or brigade quartermaster. Cooks may not be reduced by sentence of summary or special courts.

3. Within his command the commander of a territorial department, or of a field army, division, or separate brigade in the field, on the recommendation of the department quartermaster, chief quartermaster, division or brigade quartermaster, may transfer enlisted men of the line of the Army as privates to the Quartermaster Corps, and he may transfer enlisted men of the Quartermaster Corps, except quartermaster sergeants, senior grade, and quartermaster sergeants, from duty at one post or with one organization to another where their services are required, reporting such transfer to the Quartermaster General. The assignment to station of quartermaster sergeants, senior grade, and quartermaster sergeants, except as may be provided in Field Service Regulations, will be made by the War Department or by commanders of territorial departments, under the special authority, in each case, of the War Department.

Applications for transfer from the line of the Army to the Quartermaster Corps will state the age, character, special qualifications, physical condition, date of expiration of current enlistment, previous service, and whether made for an existing or prospective vacancy, and will originate with the quartermaster of the post or organization and be forwarded through military channels.

4. All enlistments for the Quartermaster Corps will be made in the grade of private. Quartermaster sergeants, senior grade, quartermaster sergeants, sergeants, first class, sergeants, corporals, cooks, and privates, first class, who have completed an authorized enlistment period, none of which has been passed in the reserve, may be reenlisted in their respective grades and their warrants or appointments continued in force provided they reenlist on the day following

that of discharge. Any noncommissioned officer enlisted on or after the first day of November, nineteen hundred and sixteen, furloughed to the reserve upon the completion of three years in the active service with an excellent character, shall be permitted to reenlist in the organization from which furloughed with the rank and grade held by him at the time of his furlough if he reenlists within 20 days after the date of such furlough. In each case the soldier will reenlist at the place where his organization is stationed. If, however, the quartermaster under whom the soldier may be serving should not deem the continuing in force of the warrant or appointment to be for the best interest of the service, he will communicate through military channels his reasons in detail to the authority competent to appoint or promote to the grade for which reenlistment is desired, in order that a decision may be had before the date of the soldier's discharge. Each reenlistment and continuance will be noted on the warrant or appointment by the quartermaster.

Commanding officers of posts or stations, upon the recommendation of the quartermaster, may authorize enlistments, including the enlistment or reenlistment of married men, to fill vacancies within the allotment of enlisted men, Quartermaster Corps, made to such posts or stations.

5. When a man is enlisted for, reenlisted in, or transferred to the Quartermaster Corps, the quartermaster who first receives the soldier will forward a copy of his service record directly to the Quartermaster General, except in the case of a man stationed in the Philippine or Hawaiian Department, when the copy will be sent through the department quartermaster.

Quartermasters will make monthly returns of their detachments on a form to be furnished by the Quartermaster General. The returns will be forwarded to the Quartermaster General through department quartermasters, and will show the date and nature of any change affecting the status of the soldier.

6. Accounts of pay and clothing and all records pertaining to enlisted men of the Quartermaster Corps will be kept by the quartermaster under whose immediate direction they are serving. All members casually at a post, camp, or other station are under the immediate orders of the quartermaster, except prisoners and those sick in hospital, who will, however, be borne on the muster rolls, morning report, and returns of the Quartermaster Corps detachment. If discharged, their final statements will be prepared by the quartermaster.

7. A quartermaster sergeant at any ungarrisoned post or station will be responsible for the property of his own corps, and for such other property as may be intrusted to him for safe-keeping. For all public property committed to his charge he will account to the heads of the staff departments or corps concerned, and if the means at his disposal are insufficient for its preservation he will report the facts.

8. The military control of quartermaster sergeants serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their service records will be kept. When they are discharged a copy of the service record, upon which will be noted the fact of discharge, with the date, place, and cause, and the character given on the discharge certificate, will be forwarded to the Quartermaster General of the Army. A copy will also be forwarded to The Adjutant General of the Army.

9. The number of noncommissioned officers, except quartermaster sergeants, senior grade, and quartermaster sergeants, and privates of the Quartermaster

Corps to be apportioned among departments and independent posts and stations will be determined by the Quartermaster General. Department commanders, on the recommendation of the department quartermaster, will make suitable allotments of enlisted men of the Quartermaster Corps, except quartermaster sergeants, senior grade, and quartermaster sergeants, to the several posts and stations of their command, but the aggregate thus allotted must not exceed the total number apportioned to the department.

10. Quartermaster Corps enlisted personnel, except quartermaster sergeants, senior grade, and quartermaster sergeants, is classified as follows:

(*a*) That portion attached to mobile organizations, except those organizations pertaining to the Quartermaster Corps.

(*b*) That portion assigned to organizations pertaining to the Quartermaster Corps.

(*c*) That portion assigned to the service of the interior. Civilian personnel of the Quartermaster Corps will, as far as practicable, be assigned to classes (*b*) and (*c*).

All men of the Quartermaster Corps will be carried on muster rolls of the Quartermaster Corps, under "Remarks," as attached to a definite mobile organization, or as belonging to a unit of class (*b*) or to class (*c*). Similar notation will be made on returns of the Quartermaster Corps. Department commanders will determine, on recommendation of the department quartermaster, the number of men at each post or station to be assigned to each class, within the limits prescribed in Tables of Organization, and the individual men will be assigned to their respective classes and those of class (*a*) attached to organizations of mobile troops by the post commander on recommendation of the quartermaster. Service records of men of the Quartermaster Corps of classes (*a*) and (*b*) will be kept in duplicate at posts, and all other papers required when Quartermaster Corps personnel accompanies troops to which attached will be prepared in advance so far as practicable. Mobile organizations will carry attached Quartermaster Corps troops in red ink on their muster rolls and returns.

11. On receipt of orders directing a movement of mobile organizations with attached Quartermaster Corps troops, the personnel of class (*a*) attached to those troops will be directed to report for duty to the organization commander, and, while absent, will be carried as on detached service, unless another status is specified in orders. When the troops again come under the jurisdiction of a post commander, the attached Quartermaster Corps personnel will be directed to report to the quartermaster of the post for garrison duty.

12. Property pertaining to the individual equipment of the Quartermaster Corps personnel, class (*a*), including mounts and mounted equipment, will be transferred to the regimental supply officer or commander of the organization to which attached on memorandum receipt if the organization is only temporarily detached from its station, otherwise by regular invoices and receipts. These transfer papers will be kept prepared in advance, except as to quantities.

13. All men of the Quartermaster Corps of class (*a*) who are authorized in Tables of Organization to be mounted will be furnished with mounts and appropriate mounted equipment by the Quartermaster Corps. (*C. A. R., Nos. 3, 10, 18, 30, 34, 51, and 55.*)

1009½. Commissioned officers of the Quartermaster Corps will be designated by the War Department, upon the recommendation of the Quartermaster General, for duty with the technical and administrative staff of divisions and higher units, and of the line of communications; and by the Quartermaster General for duty with division supply trains, with supply columns of the line of communications, and with depots thereof. (*C. A. R., No. 34.*)

1009¾. Whenever troops are ordered to field duty or to maneuver camps, department commanders will designate the proper pro rata number of bakers to accompany such troops from the detachments of bakery companies stationed at the posts from which the troops are ordered, or from such other bakery personnel as may be available for the purpose, together with the necessary bakery equipment. The procedure outlined for class (*a*) personnel in section 11, paragraph 1009, will be followed on the receipt of orders directing the movement of mobile organizations with attached bakery personnel of the Quartermaster Corps. (*C. A. R., No. 47.*)

BARRACKS AND QUARTERS.

1010. When buildings are about to be occupied, allotted, or vacated, an inspection of them will be made by the quartermaster, who will make and file a statement of their condition, reporting to the commanding officer any damage apparently due to carelessness or neglect. Damages will be promptly repaired if possible.

1011. Neglect by any officer or soldier to take proper care of rooms or furniture used by him is a military offense. In case of damage, such officer or soldier may be allowed to pay cost of necessary repairs if the commanding officer deem such payment sufficient. Commanding officers will report, through prescribed channels, to the War Department their proceedings in all cases under this regulation.

1012. The annual inspection of all public buildings, structures, and systems at every post and station will be made prior to March 1 each year by the commanding officer and the quartermaster, after which the latter will prepare annual estimates on the prescribed forms, showing the nature and cost of the repairs to be paid for out of the appropriations for the ensuing fiscal year. He will omit from the estimates for repairs all work for which funds have been allotted or supplied for the current year. All estimates for new construction and betterments will be prepared separately and forwarded to the department commander, who will carefully consider and revise them as may be necessary and forward them, with an express statement of his approval or disapproval, through military channels for the consideration of the Secretary of War in connection with the preparation of the next estimates to be submitted to Congress.

He will also state the condition of each building, structure, or system, and will properly enter under the indicated headings the amounts expended during the preceding fiscal year. (*C. A. R., No. 44.*)

1013. Estimates for repairs to public buildings will include repairs to the buildings, and to all fixtures, systems, and apparatus pertaining to the buildings and permanently installed therein.

Annual estimates for repairs will also be prepared for all structures and systems exterior to buildings, including target ranges, drainage, dredging, and improvement to grounds.

Estimates for necessary new construction, extensions, alterations, additions, or new installations will be prepared annually and forwarded at the same time and in the same manner as the estimates for annual repairs, stating fully the necessity for each item of work called for.

Where blanks are furnished especially for the purpose these estimates will be submitted thereon; in cases where no special blank is furnished estimates will be submitted on Form No. 160, Q. M. C.

In submitting requests for new buildings or additions to existing buildings, the following information should accompany the estimates therefor:

1. Size of proposed building or addition.

2. The material of which it is proposed to construct it.

3. The purpose for which the building is to be devoted described in detail. If a barrack building, the number of men to be accommodated. If a stable, the number of animals to be provided for, etc.

4. The particular necessity for the building or addition requested, stating fully the existing accommodations at the post of the character asked for, and how accommodations are now being provided for the purposes for which building is desired.

5. The size of the garrison, including the number of officers, men, and civilian employees authorized at the post, also the post allowance of animals and means of transportation. (*C. A. R., No. 55.*)

1014. Post commanders will carefully examine these estimates and will forward them not later than April 1 with their recommendations to the department commander.

The commanding generals of departments and commanding officers of places excepted from the control of department commanders will carefully examine these estimates and will forward them with their recommendations to The Adjutant General of the Army not later than April 15 of each year.

Estimates in the Philippine Department will be forwarded in like manner to the department commander for his action.

1015. (Changed by C. A. R., No. 10, W. D., 1914.) Based upon the estimates and recommendations received, the Quartermaster General, with the approval of the Secretary of War, will make apportionments from which department and other commanders will make allotments for repairs.

The department commander in making allotments for repairs for the various posts in his department will specify a total amount approved under each appropriation involved for all the work at that post. All commanding officers will comply with the provisions of paragraph 707.

After allotments for repairs shall have been made by the department commander the annual estimate will be sent to the post to which it pertains. All three copies will be retained at the post until June 30 of the fiscal year concerned. The commanding officer will then indicate in red ink figures on the three copies of the estimate, opposite the amount estimated for, the amount actually expended for each item of work on each building or each set of quarters, also for all other items of work, etc., so that the Quartermaster General's Office will have knowledge of the actual cost of repairs, etc., of each item when the estimates are returned to that office. When this shall have been accomplished one copy of the estimate will be retained at the post; the other two copies will be forwarded to department headquarters, one copy to be retained there for record and the other to be forwarded to The Adjutant General of the Army.

After all repairs, etc., shall have been completed, commanding officers of depots and independent stations will forward one copy of the annual estimate to The Adjutant General of the Army, one copy being retained at the depot or station for record there. The same regulations will govern, so far as applicable, for depots and independent stations with reference to retaining and completing the estimates as stated in section three above, as apply to posts under the jurisdiction of department commanders. (*C. A. R., Nos. 10 and 44.*)

1016. Post and department commanders will carefully examine into the methods that are being pursued in making repairs with a view to utilizing to the fullest extent all facilities that are available at the post for such a purpose.

In the preparation of estimates for repairs available post labor will be fully considered with a view to its use wherever practicable.

Post transportation and prison labor, when available, will be used in making repairs to roads, walks, and wharves, and in improving grounds, and all posts should be supplied with the machinery necessary for making such repairs.

1017. No extensions, alterations, or additions to buildings, structures, or systems will be made at military posts or stations without proper authority from the War Department, nor will funds apportioned for repairs to these buildings, structures, or systems be used in making extensions, alterations, or additions thereto.

When extensions, alterations, or additions to any buildings, structures, or systems at a post or a station are required, a statement showing the necessity therefor accompanied by detailed information relative thereto and estimates of cost on the prescribed form, with map or drawings to illustrate, will be submitted to the War Department, through military channels.

1018. When private buildings occupied as barracks or quarters or lands occupied as encampments are vacated, the commanding officer and quartermaster will make an inspection of them, and the latter will report, through the prescribed channel, to the Quartermaster General, their condition and any injury which has resulted to them by reason of such occupancy. (*C. A. R., No. 10.*)

1019. At each post there will be kept a book (Record Barracks and Quarters—supplied by the Quartermaster Corps) in which will be entered a record of every permanent building, under its proper numerical designation. The number originally given a building will be retained as a permanent record and will not be altered to conform to the post directory nor to any changes therein.

On the record of each building all expenditures of any kind will be entered, whether annual or special.

This book will be totalled annually on June 30th, and the total amount expended on that building for annual repairs only during the preceding 12 months will be reported on the annual estimate for the ensuing fiscal year.

At the close of each fiscal year unexpended balances not held by post quartermasters for authorized payments under contract will be returned to the department quartermaster.

This book will be so kept as to show at all times an accurate record of expenditures for all repairs, additions, alterations, etc., that the total cost of the building to date may at any time be determined. The entries should be made so as to show the cost of the annual repairs separately. (*C. A. R., No. 44.*)

1020. Permanent heavy furniture will be assigned to officers' quarters by the Quartermaster General under the direction of the Secretary of War. All articles of such furniture will be marked with the number of the quarters to which they may be assigned, will be considered a part of such quarters, and will not be removed therefrom (except for repair or storage, or when the quarters are abandoned for use as officers' quarters) without authority of the Secretary of War. A memorandum receipt will be given by an officer to whom quarters have been assigned for the furniture therein supplied by the Quartermaster Corps, and he will be responsible for its proper care and will be charged with the amount of any damage thereto other than that incident to fair wear and tear.

The quartermaster will include in the report called for by paragraph 1010 a statement of the condition of furniture placed in officers' quarters. (*C. A. R., No. 10.*)

1021. The Quartermaster Corps will provide in all permanent barracks a trunk locker for each enlisted man for his uniform and extra clothing.

1022. Barracks will be supplied with chairs, at a rate not exceeding one for each noncommissioned officer and one for every two of the other enlisted men quartered there. Cuspidors, with suitable mats on which to place them, will be supplied in all barracks and other buildings occupied or used by enlisted men.

1023. China and glass ware belonging to mess outfits and bunks, mattresses, pillows, benches, chairs, tables, and other articles of furniture provided for soldiers' barracks will not be removed therefrom without the order of the post commander, nor will they be removed from a post or station except by order of the War Department.

In emergencies post commanders may authorize the quartermaster to issue to officers, on memorandum receipt, such quartermaster supplies as may be absolutely necessary during the emergency. The regular issue of tableware will not be sold to officers.

In all changes of station of organizations, trunk lockers, mattress covers, pillowcases, bed sheets, blankets, overcoats, ponchos, slickers, sweaters, and barrack bags will be transferred with them. In all changes of station of all individual enlisted men, trunk lockers, blankets, overcoats, ponchos, slickers, and sweaters will be transferred with them, the fact being noted on the soldier's service record. None of those articles, except blankets, overcoats, ponchos, slickers, and sweaters will be taken into the field.

Previously to the execution of an order for change of station of an organization the commanding officer of the post or station will appoint a surveying officer, if possible an officer belonging to an organization other than that changing station, who will survey all china and glassware of the outgoing organization. He will render a report as to the serviceability or unserviceability of the articles surveyed, and that report, when approved by the commanding officer, will be final. All china and glassware found to be serviceable will be turned in to the quartermaster for reissue. All china and glassware found to be unserviceable after the authorized allowance of 5 per cent a quarter on account of breakage shall have been deducted will be destroyed and the money value thereof charged against the officer who is responsible for the property. (*C. A. R., Nos. 6 and 55.*)

ALLOWANCE AND ASSIGNMENT OF QUARTERS.

1024. At each post and station where there are public quarters in buildings belonging to the United States, the quartermaster, under direction of the commanding officer, will allot to each officer the quarters to which his rank entitles him.

1025. At all posts, where, in the opinion of the department commander, the barracks and quarters are sufficient for the purpose, the following regulations will govern their assignment and occupation:

1. Permanent quarters will be assigned to the field and staff officers of the garrison.

2. Quarters for the captain and lieutenants of each company will be designated as appertaining to each set of barracks, having reference to convenience of location. Where bachelor quarters are provided at a military post it is proper, when necessary, that they be assigned to officers without families. The post commander's decision with respect to the necessity for such assignment will govern in each case.

3. On arrival of troops each company will be assigned by the commanding officer to appropriate vacant barracks and quarters. Quarters thus regularly assigned will not be subject to choice, but any not occupied may be chosen for temporary occupancy by an officer, in accordance with existing regulations, subject, however, to removal whenever an officer entitled to them arrives. The original assignment of quarters at any post or station will be made by a board of officers consisting of the commanding officer, the two senior line officers present, the surgeon, and the quartermaster. Upon the department com-

mander's approval of the board's action, its recommendations will be carried into effect as soon as practicable, the department commander causing the assignments to take effect as changes occur in the stations of officers and troops without removing any officer from quarters occupied by him under other existing regulations.

1026. At posts or stations where the provisions of paragraph 1025 can not be applied officers may make selection of quarters in accordance with their rank, but the commanding officer may direct that they confine their selection to buildings located near their troops. An officer may select quarters occupied by a junior, but will not displace a junior if there be quarters suitable to the rank of the senior available, with equal conveniences and accommodations. When an officer has made his choice he must abide by it, and shall not again displace a junior unless he himself is displaced by a senior. The particular rooms which constitute a set of quarters will be designated by the quartermaster, under the direction of the commanding officer. Attics are not counted as rooms. Officers will not choose rooms belonging to different sets.

1027. An officer reporting for duty at a post will, immediately upon his arrival, make written application to the commanding officer for quarters. If in command of troops, he will apply for quarters for himself, for his subordinate officers, and the enlisted men of his command. The application will be accompanied by a copy of the order directing him to report at the station, and will be referred to the quartermaster for proper action under such instructions as the commanding officer may indorse thereon.

1028. An officer will not occupy more than his proper allowance of quarters, except by permission of the commanding officer when there is an excess of quarters at the station. The allowance will be reduced pro rata by the commanding officer when the number of officers and troops present makes it necessary. The commanding officer will exercise such personal supervision over the matter of assignment of quarters as will conserve the interests of the United States, within the meaning of preventing, so far as possible, claims for commutation of quarters arising in the cases of officers who are on duty at places where there are public quarters. (*C. A. R., No. 28.*)

1029. Officers on duty with troops at stations where there are public quarters will be furnished them in kind. (*C. A. R., No. 28.*)

1030. At a military post where the headquarters of a department are or may be established the department commander may set aside quarters for the staff, but will not disturb assignments made under paragraph 1025 if it can be avoided. Quarters thus reserved will not be open to selection, but will be subject to assignment independent of choice.

1031. An officer's right to quarters is solely one of occupancy. When he and his family cease to occupy them, except in case of temporary absence, they are open to selection by, and reassignment to, some other officer on duty at the post.

1032. When assigned to duty without troops or awaiting orders for the convenience of the Government, officers will be entitled to quarters, but in no case will they be furnished with quarters at two stations at the same time.

1033. The allowance of quarters to which an officer is entitled when on duty may be continued in kind, at his proper station, during the period for which the law permits him to be absent, without reduction of pay and allowances. An officer under suspension has the same right to quarters as when on duty status, if present at the post.

1034. At a post a sufficient number of rooms may be set aside for a mess when a majority of its officers unite in a mess, but never when the officers to be accommodated are less than three in number.

1035. An officer on sick leave is entitled to public quarters at his station during the period of sick leave, not exceeding six months, provided he or his family occupy them. (*C. A. R., No. 28.*)

FUEL AND STOVES.

1036. Each officer or enlisted man entitled to and occupying public quarters will be furnished at the expense of the United States with the quantity of fuel required to do the necessary heating, cooking, and heat the necessary water in the building to which assigned at a military post, in accordance with allowances published from time to time. The allowances are cumulative for the entire fiscal year, or such portion thereof as an officer or organization may serve at the same post or station. At the end of the fiscal year, or when officers or organizations change station, fuel accounts shall be closed and excess issues paid for. Savings on allowances are not transferable to another post or station.

Where an officer or enlisted man is occupying quarters other than public, the Quartermaster Corps will pay commutation to such officer or enlisted man for the heat actually necessary for the number of rooms actually occupied, but not exceeding the number to which the rank of the officer or enlisted man entitles him as specified in paragraph 1044, and in no case exceeding the maximum allowances set forth in the following table for the zones of equal temperature in which serving, charts showing zones of equal temperature to be published in orders from time to time.

Commutation rates for officers and enlisted men not occupying public quarters will be as follows:

Rates per month for the actual number of rooms occupied within the allowances given for each grade in paragraph 1044.

[Values per month for number of rooms actually occupied.]

Number of rooms.	Months of—												
	December, January, and February.				March and November.				April, May, and October.			June, July, August, and September.	
	Zone 1, 0° to 20°.	Zone 2, 20° to 30°.	Zone 3, 30° to 40°.	Zone 4, 40° to 60°.	Zone 5, 10° to 25°.	Zone 6, 25° to 35°.	Zone 7, 35° to 45°.	Zone 8, 45° to 65°.	Zone 9, 35° to 40°.	Zone 10, 40° to 50°.	Zone 11, 50° to 70°.	Zone 12, 45° to 55°.	Zone 13, 55° to 75°.
10	$26.50	$24.50	$22.50	$20.50	$25.50	$23.50	$21.50	$18.00	$21.00	$20.00	$6.00	$19.00	$6.00
9	24.30	22.95	20.70	18.90	24.30	21.60	19.80	17.10	19.35	18.45	6.00	17.55	6.00
8	22.40	21.20	19.20	17.60	22.00	20.40	18.40	15.60	18.00	17.20	6.00	16.40	6.00
7	20.65	19.25	17.85	16.45	19.95	18.55	16.80	14.35	16.45	15.75	5.53	15.05	5.55
6	18.60	17.40	15.90	14.70	18.00	16.80	15.30	12.90	14.70	14.40	5.52	13.50	5.50
5	16.50	15.50	14.25	13.00	16.00	15.00	13.50	11.50	13.00	12.50	5.00	12.00	5.00
4	14.40	13.40	12.40	11.60	14.00	13.00	11.60	10.00	11.20	10.80	5.00	10.40	5.00
3	12.00	11.10	10.20	9.60	11.55	10.65	9.60	8.25	9.30	9.00	5.00	8.55	5.00
2	8.90	8.30	7.80	7.30	8.70	8.10	7.30	6.40	7.10	6.90	5.00	6.70	5.00
1	5.50	5.20	5.00	4.80	5.30	5.10	4.70	4.25	4.50	4.45	4.00	4.50	4.00

(*C. A. R., Nos. 7, 21, and 28.*)

1037. The Quartermaster Corps may issue or sell fuel in accordance with paragraph 1036 to contract surgeons, acting dental surgeons, and veterinarians. Fuel may be sold to retired officers at cost to the Government, delivered when they reside at places where it can be done conveniently. Fuel purchased upon its B. t. u. value will be sold at contract base price.

1038. The commanding officer of a post at or near which the immediate family of a Regular or Volunteer soldier resides may, if the residence and other conditions of such family make it proper, grant to the head thereof permits to purchase for cash at cost prices such quantities of fuel and mineral oil as in his

opinion may be reasonably needed for the sole use of the soldier's immediate family.

1039. Fuel will only be issued or sold to an officer upon his certificate that it is for his personal or family use; any sale, exchange, or transfer whatever of fuel issued or sold to an officer under this paragraph is forbidden.

1040. Anthracite coal having not more than 10 per cent of ash nor more than 10 per cent of volatile matter is the standard. The scale of equivalents to govern in the issue and sale of fuel will be published from time to time in general orders. (*C. A. R., No. 41.*)

1041. Rescinded. (*C. A. R., No. 28.*)

1042. Fuel issued to officers or troops is public property. Any portion not consumed by them when the quarterly inventory of fuel is made will be immediately taken up by the accountable officer on the prescribed form and posted to the property account as a debit. (*C. A. R., No. 42.*)

1043. As far as practicable issues of fuel will be made to all buildings at the beginning of each month. The cheapest fuel at the place of issue will, all things considered, be furnished. (*C. A. R., No. 42.*)

1044. (Changed by C. A. R., No. 28, W. D., 1915.) The following table shows the authorized number of rooms for which commutation of quarters is payable, the maximum number of rooms for which commutation of heat and light may be paid, and the allowances of cooking stoves and ranges for public quarters:

	Rooms.		For quarters.
	As quarters.	As office.	Cooking stoves or ranges.
Lieutenant general	10	.....	1
Major general	9	.....	1
Brigadier general	8	.....	1
Colonel	7	.....	1
Lieutenant colonel	6	.....	1
Major	5	.....	1
Captain	4	.....	1
First lieutenant	3	.....	1
Second lieutenant	2	.....	1
Army field clerks having service which entitles them to allowances heretofore prescribed by law for pay clerks, Quartermaster Corps	2	.....	1
Field clerks, Quartermaster Corps	2	.....	1
Aviator, Signal Corps	1	.....	1
The Chief of Staff of the Army	.....	3	.....
The commanding general of a department, brigade, or district	.....	2	.....
An assistant to the Chief of Staff of the Army, the aids to the commanding general of a department, brigade, or district, and the general staff officers, serving thereat	.....	1	.....
A colonel or lieutenant colonel, Quartermaster Corps; a colonel, Medical Department; and the department quartermaster at the headquarters of a territorial department, each	.....	2	.....
The commanding officer of a regiment, post, or separate battalion, quartermaster and adjutant, each	.....	1	.....
An adjutant general, an inspector general, an acting inspector general, an engineer,[1] and ordnance officer,[1] a signal officer, a judge advocate or an acting judge advocate, and the senior medical officer, when stationed on duty at any place not in the field,[1] each	.....	1	.....
Noncommissioned officers above grade No. 16, paragraph 9; color sergeants and firemen, Coast Artillery Corps, each[2]	1	.....	1
Noncommissioned officers and privates, when on detached service or assigned to special duty of such a nature as to necessitate the hiring or leasing of quarters, each	1	.....	.....
Superintendent, national cemetery	.....	.....	1
For a company: Cooking stoves or ranges sufficient to cook its food	.....	.....	.....
Each hospital kitchen	.....	.....	1
For mess of civilian employees	.....	.....	1

[1] Except at Military Academy.

[2] Battalion sergeants major, Philippine Scouts, battalion supply sergeants, Philippine Scouts, band leaders, Philippine Scouts, first sergeants, sergeants, first class, Corps of Engineers, band sergeant and assistant leader United States Military Academy Band, assistant band leaders, sergeant buglers, and color sergeants are entitled to separate quarters only when same are available.

Enlisted men below grade 15, paragraph 9, may be assigned to separate public quarters whenever the same are available after those noncommissioned officers of higher grades have been accommodated and when the conditions of service appear to the commanding officer to warrant such assignment.

In camp, the allowance of fuel is as follows: For cooking, one-twelfth cord per day for each authorized mess, as shown in camp diagrams, Field Service Regulations. When conditions require the issue of amounts in excess of this allowance authority will be obtained from the department commander or commanding general in the field. For heating (winter use only), such necessary amount as may be prescribed by the camp commander. For kitchen pits, one-twelfth cord per day per pit when garbage is destroyed in kitchen pits.

Heating and the issue of suitable apparatus therefor is authorized whenever necessary for any room, rooms, or building used by proper authority as quarters, storehouse, salesroom, office, shop, guardhouse, mess, board, school or instruction rooms, hospital (including veterinary hospitals) dispensary, dormitory, power or pumping plant, chapel, library, reading room, gymnasium, fire-control station, signal station, waiting rooms, dog kennels (in Alaska), switch board rooms, bathhouse, fire-apparatus house, or any other regular purpose.

For each employee of the Quartermaster Corps or Medical Department occupying public quarters, to whom subsistence in kind is issued by the Government, issue of fuel is authorized as follows: May 1 to August 31 (Tropics, year round), one-twelfth cord per month; September 1 to April 30, one-sixth cord per month; increased allowance, September 1 to April 30—between 36° and 43° north latitude, one twenty-fourth cord per month; north of 43° north latitude, one-eighteenth cord per month.

The allowance of fuel for heating, cooking, and heating water in barracks and quarters at military posts will be determined in accordance with allowances published from time to time. (*C. A. R., Nos. 28, 53, and 54.*)

1045. When on detached service or assigned to special duty in places where there are no public quarters available the allowance of quarters for each member of the Nurse Corps is fixed at two rooms, on which basis commutation of quarters will be paid. Commutation of heat and light will be paid for the number of rooms actually occupied, not exceeding two. When entitled to commutation of quarters or commutation of heat and light a member of the Nurse Corps will not be paid on pay rolls, but will be paid on War Department Form No. 369. (*C. A. R., No. 28.*)

1046. In addition to the number prescribed in the table, paragraph 1044, the headquarters of a department, brigade, or district will be allowed such number of office rooms (not more than eight) as may be necessary for clerks on duty thereat (the Quartermaster Corps excepted), which will be assigned by the commanding general. A heating stove for each room not otherwise heated will also be allowed. Office rooms will not be hired without the written authority of the Secretary of War, and no lease of such rooms will take effect until approved by him.

1047. The officers of the Quartermaster Corps may, when necessary, be allowed additional rooms, with a heating stove for each. The number of additional rooms so allowed will be regulated by the Quartermaster General. (*C. A. R., No. 10.*)

1048. Stoves will not be issued to officers who receive commutation of quarters.

1049. Rescinded. (*C. A. R., No. 17.*)

ILLUMINATING SUPPLIES.

1050. The Quartermaster Corps will provide supplies for interior and exterior illumination. The necessary lights will be supplied for all buildings for

which illumination is required in order to make proper use of the buildings. (*C. A. R., No. 41.*)

1051. The number of oil lamps and gas lights in use, both in public buildings and for exterior lighting, and the hours during which they may be used at a post commanded by a general officer will be fixed and announced by the post commander; at other posts, by the commanding officer, with the approval of the department commander. The number of such lights and the hours of use of each light must be limited to the smallest number consistent with proper lighting. The number and sizes of electric lights, interior and exterior, and the allowances of electric current shall be in accordance with instructions published in orders of the War Department. (*C. A. R., No. 41.*)

1052. If candle lanterns are used in stables, the candles will be issued by the Quartermaster Corps in such quantity as the commanding officer shall order as necessary. If oil lanterns are used, the issue of oil, wicks, and chimneys therefor will be made by the Quartermaster Corps.

1053. Mineral oil will be supplied for lamps and oil lanterns and issued in quantities as follows: For lamps used for exterior and interior illumination at the rate, for each burner, of 4 ounces avoirdupois for each hour of authorized illumination for lamps using wicks of about 1½ inches in diameter, 3 ounces an hour for lamps using wicks of about 1 inch in diameter, and 2 ounces an hour for lamps with smaller wicks; for all oil lanterns, such quantities as the commanding officer may order and certify as necessary. No volatile oils, except those authorized and supplied by the supply departments, will be used at military posts without the authority of the commanding general of the department in which the post is located.

Three gallons of mineral oil per month will be allowed to each company, troop, battery, and band for use in hand lanterns and for cleaning purposes in garrison. This allowance will be increased by 2 gallons per month for companies of the Coast Artillery Corps during the season for night drills. (*C. A. R., No. 29.*)

1054. Where quarters are lighted by mineral oil, the Quartermaster Corps will allow to each officer and to each noncommissioned officer entitled to and occupying separate quarters one lamp for each authorized room. For each lamp one wick and one chimney a quarter will be allowed. From September 1 to April 30, 4 gallons of mineral oil a month will be allowed for each authorized room. From May 1 to August 31, 3 gallons of mineral oil a month for each authorized room will be allowed. The oil allowance may be considered accumulative within the fiscal year, and any excess of allowance appearing as overdrawn by an officer at the end of a fiscal year will be paid for at contract price. An officer occupying as quarters a number of rooms less than his authorized allowance will be entitled to mineral oil for such number of rooms only as he actually occupies. Officers of the Army, contract surgeons, acting dental surgeons, and veterinarians may buy from the Quartermaster Corps, at contract prices, such moderate quantity of mineral oil, lamps, wicks, and chimneys as they may need in the rooms occupied by themselves and families as quarters, in excess of the allowances set forth herein.

1055. Civilians employed with the Army at remote posts or stations, where it is impossible to procure at reasonable rates such articles of clothing and other quartermaster supplies (except uniforms and subsistence stores), as they may need for their health and comfort, may be allowed to purchase same from the Quartermaster Corps in limited quantities for their own use, for cash at cost prices, with 10 per cent added to cover transportation. Such sales will, however, be made only upon the written approval of the commanding officer

setting forth the necessity for such action, this authority to be filed with the return of the officer making such sales. Subsistence stores may be sold as prescribed in paragraph 1245. (*C. A. R., No. 41.*)

1056. Mineral oil issued to officers or troops is public property and will be treated as provided in paragraph 1042 for fuel.

1057. 1. Each officer or enlisted man entitled to and occupying public quarters at a military post or station where gas, acetylene, or electricity is installed will be allowed annually at the expense of the United States the amounts of illuminant shown in the following table:

Rank.	Electric current.	Gas.	Acetylene.
	K. W. H.	*Cubic feet.*	*Cubic feet.*
Enlisted man	300	26,500	2,650
Second lieutenant	400	35,300	3,530
First lieutenant	500	44,100	4,410
Captain	600	53,000	5,300
Major	700	61,800	6,180
Lieutenant colonel	800	70,600	7,060
Colonel	900	79,400	7,940
Brigadier general	1,000	88,200	8,820
Major general	1,100	97,000	9,700
Lieutenant general	1,200	105,900	10,590

For posts located in Alaska, above allowances will be increased 50 per cent. For posts located on the Isthmus of Panama or in the defenses connected therewith the above allowances will be increased 100 per cent.

If it is desired to ascertain the allowances for any month, the following per cents of the total annual allowances will be used: January, February, March, October, November, and December, each 10⅓ per cent of the annual allowance; the remaining months of the year, 6⅔ per cent of the annual allowance. For posts located in the Tropics, take 8⅓ per cent for all months. For posts located in Alaska, take 12½ per cent for January, February, March, October, November, and December and 4½ per cent for the remaining months.

2. At the end of the fiscal year, or when officers or organizations change station, light accounts shall be closed and excess consumption paid for at the cost or contract price at the station where such excess occurred. Charges for electricity and gas furnished by Government plants at which cost accounts are not available will be 6 cents per K. W. H. for electricity, 80 cents per M cubic feet for gas, and $7 per M cubic feet for acetylene. Savings on allowances are not transferable to another post or station.

3. Where an officer or enlisted man occupies quarters other than public, the Quartermaster Corps will pay commutation of light to such officer or enlisted man for the number of rooms actually occupied, but not exceeding the number to which the rank of the officer or enlisted man entitles him as specified in paragraph 1044, at the following rates:

Rooms.	April to September, inclusive, per month.	October to March, inclusive, per month.	Rooms.	April to September, inclusive, per month.	October to March, inclusive, per month.
1	$0.72	$1.08	6	$1.98	$3.18
2	.90	1.44	7	2.40	3.84
3	1.26	2.04	8	2.70	4.32
4	1.44	2.28	9	2.88	4.62
5	1.62	2.58	10	3.24	5.16

For stations located in the Tropics rates for each month of the year will be the amounts given in the preceding table for the months April-September, inclusive, increased by 30 per cent. For posts located in Alaska above amounts will be decreased 30 per cent for months April-September, inclusive, and increased 90 per cent for months October-March, inclusive. For stations in the South Temperate Zone the allowances shown in the preceding table will be reversed with respect to seasons.

4. In camp, allowances of light are as follows, except when candles are issued as authorized in paragraph 1215:

	April to September, inclusive.			October to March, inclusive.		
	Electricity.	Mineral oil	Candles.	Electricity.	Mineral oil.	Candles.
	Watt hrs.	*Galls.*	*Oz.*	*Watt hrs.*	*Galls.*	*Oz.*
Each tent (except shelter tents) per day...	100	0.06	1	160	0.096	1.6

For camps located in the Tropics or Alaska, the foregoing allowances will be modified by the percentages shown in section 3 of this paragraph.

For headquarters of organizations larger than a company, bakeries, depots of supply, guards, telegraph stations, assembly tents, and temporary buildings, such quantities as the camp commander may order as necessary. (*C. A. R., Nos. 19 and 28.*)

1058. Rescinded. (*C. A. R., No. 41.*)

1059. Each officer's quarters and each noncommissioned officer's quarters will be provided with a suitable meter to measure the amount of gas or electric current consumed. All meters shall be kept sealed with a lead seal to prevent tampering by unauthorized persons and these seals shall not be broken without the authority of the post quartermaster. The cost of installation and maintenance of electric lights, gas fixtures, or mineral oil lamps in all public buildings at posts will be borne by the department to which the construction and maintenance of the building pertain. (*C. A. R., No. 41.*)

1060. At each post supplied with a fortification electric plant sufficiently large for supplying necessary current for lighting buildings and grounds the plant may be used for that purpose by the Quartermaster Corps when authorized by the Chief of Engineers, provided that the needs of defense shall have precedence over post lighting or power supply in any case in which both uses are simultaneously desired.

For this purpose, when funds that are applicable can be spared, the Engineer Department will construct necessary conduits, service wires, etc., to deliver the current to the various buildings and to exterior lights, and the Quartermaster Corps will wire the buildings, furnish meters for officers' and noncommissioned officers' quarters, exterior lamps, etc., and will, in addition to the fuel, material, etc., required to be furnished by it to all fortification electric plants, supply for such plants as may be used for post lighting all material and funds necessary for their repair and preservation.

1061. The allowances of lamps and mineral oil are prohibited for buildings and grounds where gas or electric lights are installed, except that mineral oil may be issued for use in hand lanterns and for cleaning purposes as stated in paragraph 1053. (*C. A. R., No. 41.*)

STATIONERY.

1062. The issue of stationery for all military purposes shall be made on requisition approved by the commanding officer and receipted by the officer to

whom the issue is made. The material to be issued shall consist of typewriter supplies, writing and blotting paper, pads, pens, penholders, ink, mucilage, sealing wax, office tape, envelopes, and lead pencils. Officers approving requisitions will enforce economy in the use of stationery. But one issue a quarter will be made to officers not drawing for an office. (*C. A. R., No. 10.*)

1063. To each office desk or table is allowed 1 inkstand, 1 paper folder, 1 ruler, 1 steel eraser, and 1 piece of india rubber. A company commander is entitled to this allowance. Officers when relieved will transfer office stationery to their successors.

1064. The Quartermaster Corps is authorized to issue yearly to retired officers, upon proper requisition, 6 quires of writing paper, 100 official envelopes, and 50 letter envelopes.

1065. The yearly allowance of stationery to an ordnance sergeant, quartermaster sergeant, senior grade, or quartermaster sergeant, Quartermaster Corps, on duty at a post not garrisoned by troops is 2 quires of writing paper, letter size; 4 sheets of blotting paper; 100 envelopes, official size; 1 dozen steel pens; 2 penholders; 1 pint bottle of black ink; 1 small bottle of mucilage with brush; 1 inkstand; and 1 piece of office tape. (*C. A. R., No. 52.*)

1066. The purchase of public animals will be made by the Quartermaster Corps after their inspection by that corps, and, unless otherwise directed by the Secretary of War, by contract after due competition.

1067. Public animals shall, upon the day received, be branded with the letters "U. S." on the left fore shoulder. Horses assigned to organizations will also be branded on the hoof of one forefoot, 1½ inches below the coronet, with the designation of the company. Branding irons of uniform size and design will be supplied by the Quartermaster Corps. Letters "U. S. N." to be 2 inches in height. Letters and numbers of hoof brands on the same line, to be three-fourths of an inch high, the letter to precede the number, and blocked so as to penetrate the hoof one-sixteenth of an inch. For example, the hoof brands on horses assigned to Band, Ninth Cavalry, would be CB9; to Troop A, Fifth Cavalry, would be A5; to the Band, Second Regiment, Field Artillery, AB2; to Battery B, Fourth Regiment, Field Artillery, would be BA4; to Company A, Battalion of Engineers, would be BEA.

1068. Manes and forelocks of public horses will be clipped only under orders of a regimental commander, or the commander of a separate squadron or battalion not forming a part of a regiment, prescribing a uniform method therefor. Docking and banging of tails are prohibited; they may be trimmed immediately below the hock, but will otherwise only be plucked to prevent shagginess of appearance. (*C. A. R., No. 55.*)

1069. A complete descriptive list of each animal will be made at the time of purchase, and will accompany him wherever he may be transferred.

1070. A file of descriptive cards of public animals will be kept with the records of every officer accountable for public animals. It will contain a description of every animal received, showing the kind, name, age, size, color, marks, brands, or other peculiarities of the animal, how and when acquired, the use to which applied, and what disposition, if any, was made of the animal.

1071. When public animals are issued or transferred, the person in charge of them will be provided with full and accurate descriptive cards, which he will deliver to the receiving officer.

1072. Public animals will be assigned to their riders or drivers, who will not exchange or surrender them to the use of any other person without the permission of the company commander, quartermaster, or other officer responsible. Public animals that are assigned to organizations of the Army for mounted purposes will not, while so assigned, be used in harness or for draft

purposes, except in the Field Artillery, where such animals may be used temporarily to take the place of disabled animals in authorized teams. (*C. A. R., No. 6.*)

1073. Public animals inspected and found unsuited for one branch of the service may be transferred to another for which they are fitted. When of no further use for any branch of the service they will be submitted to an inspector, and if condemned, sold at public auction or destroyed under the following circumstances: (1) To terminate suffering (from disease or other cause); (2) to prevent contagion; (3) on account of incurable disease or injury; (4) on account of old age, when to sell them for work in the hands of irresponsible persons would be cruel and cause suffering to the animals.

Horses assigned to troops of Cavalry, batteries of Field Artillery, companies of the Signal Corps, and mules assigned to the combat transportation of the Signal Corps will not be sold or turned in to the Quartermaster Corps unless previously acted upon by an inspector, except in the Philippine and Hawaiian Departments, where the sale of such horses may be made to mounted officers, as provided in paragraph 1095.

Public animals that die of sickness, or that it is necessary to kill because of contagious disease, or when incurably wounded, will be dropped by the accountable officer upon the certificate of the responsible officer and affidavit of the veterinarian, or, in the absence of the latter, the certificate of a disinterested officer and the affidavit of a disinterested person, approved by the commanding officer. In such case the action of a surveying officer is not required, unless it appears that the condition of the animal resulted from fault or neglect; and in such case the investigation by the surveying officer may follow the killing of the animal when its immediate destruction is made necessary to prevent contagion or to terminate suffering.

VETERINARY MEDICINES.

1074. Veterinary instruments, books, medicines, and supplies for the treatment of public animals and authorized private horses of mounted officers are furnished by the Quartermaster Corps. The supply table furnished by the Quartermaster Corps gives a list of the articles supplied. Requisitions will be limited to actual necessities. A special estimate for articles not in the table, with an explanation of the nature of the emergency or case rendering it necessary, will be forwarded, through the regular channel, for the action of the Quartermaster General. (*C. A. R., No. 10.*)

1075. The quartermaster will have charge of veterinary instruments, books, medicines, and supplies, and under the direction of the commanding officer will issue and expend such medicines and supplies in such quantities as may be necessary.

1076. At posts where there is a veterinary surgeon the quartermaster may, under the direction of the commanding officer, transfer to the veterinary surgeon upon memorandum receipts such veterinary instruments, books, medicines, and supplies as may be necessary; otherwise they will remain in the custody of the quartermaster, and will be loaned as needed in the public service.

FORAGE AND STRAW.

1077. (Changed by C. A. R., No. 15, W. D., 1914.) The forage ration for a horse is 14 pounds of hay and 12 pounds of oats, corn, or barley, and 3½ pounds of straw (or hay) for bedding; for a Field Artillery horse of the heavy draft type weighing 1,300 pounds or over, 17 pounds of hay and 14 pounds of oats,

corn, or barley, and 3½ pounds of straw (or hay) for bedding; for a mule, 14 pounds of hay and 9 pounds of oats, corn, or barley, and 3½ pounds of straw (or hay) for bedding. To each animal 3 pounds of bran may be issued in lieu of that quantity of grain.

The commanding officer may in his discretion vary the proportions of the components of the ration (1 pound of grain, 1½ pounds of hay, and 2 pounds of straw being taken as equivalents), and in the field may substitute other recognized articles of forage obtained locally, the variation or the substitution not to exceed the money value of the components of the ration at the contract rates in effect at the time of change. (*C. A. R., No. 21.*)

1078. Where grazing is practicable, or when little work is required of the animals, commanding officers will reduce the forage ration. When, on the other hand, conditions demand it, they are authorized to increase the ration, not in excess, however, of savings made. (*C. A. R. No. 21.*)

1079. Forage will be issued monthly or at more frequent intervals if required.

Quartermasters will show on their issue vouchers and monthly reports of issues only the forage actually issued, which will include extra issues from savings. The difference between the authorized quantities for a given period and the quantities actually drawn, representing savings, is to be accounted for as part of the regular stock on hand until issued as extra rations. No credit of forage savings will be carried from one fiscal year to the next. (*C. A. R., No. 21.*)

1080. A lieutenant general is allowed 4 mounts; a major general or a brigadier general, 3 mounts; other mounted officers, 2 mounts.

If any mounted officer should not own the full number of suitable serviceable mounts allowed, the number of forage rations furnished to him will be reduced accordingly.

Full forage rations are furnished to mounted officers up to the authorized number of their mounts, but this allowance is to be used only for the purpose of keeping the officer properly mounted.

This allowance continues at the officer's regular post of duty, when he is on leave of absence, or when he is on duty the nature of which necessitates temporary separation from his mounts. (*C. A. R., No. 21.*)

1081. Mounted officers will not use public horses and at the same time draw forage for those they own, except while on foreign service in countries from which horses are not allowed to enter the United States; nor will they use public animals except as authorized by regulations. Should circumstances render it necessary, an officer may be temporarily furnished with public horses.

1082. An officer may purchase forage for two horses kept for his own use, for which he will be charged cost, including transportation. This privilege may be extended to retired officers, provided such sales are limited to quartermaster depots or stations at which contracts for supply of forage are made and the deliveries under said contracts are in sufficient quantities to warrant the sale without detriment to the service, but no contracts shall be made for the sole purpose of procuring forage for sale to retired officers.

1083. An officer shall not sell, nor allow to be sold, the forage issued for his own horses or the public animals under his charge; nor shall he use or dispose of, or permit to be used or disposed of, such forage, or any portion thereof, except for the purpose for which it was issued. (*C. A. R., No. 21.*)

1084. Except for troops serving in the Tropics, when mattresses are not supplied, a bed sack and 30 pounds of straw a month for bedding will be furnished to each enlisted man in barracks or in a permanent or a maneuver camp, and to each prisoner in a guardhouse, and a bed sack and such quantity of straw

as the chief medical officer may certify to be necessary to each enlisted man in a field hospital. In the field, in cases not covered above, such quantity of straw or hay for the bedding of troops is authorized as the commanding officer, after advising with the medical officer of the command, may deem necessary to preserve the health of the troops. So far as practicable, an iron bunk will be furnished to each prisoner in a post guardhouse and prison room. (*C. A. R., No. 45.*)

1085. At posts where straw is not furnished hay will be issued and used for bedding. (*C. A. R., No. 21.*)

CARE AND ACCOUNTABILITY FOR PROPERTY.

1086. Unless otherwise specially directed by the Secretary of War, there will be at each military post or station but one accountable officer in the Quartermaster Corps, and he will account for all quartermaster supplies there in use or in store.

1087. When troops are assembled for field service, there will be but one accountable officer in the Quartermaster Corps for each regiment, separate battalion, or squadron, and he will account for all quartermaster supplies in the possession of the command of which he is quartermaster.

1088. At places requiring the services of more than one quartermaster, each one charged with the care and disposition of quartermaster supplies will account for the same.

1089. Officers commanding companies or detachments will be furnished by the quartermaster, on approved requisition, with the necessary authorized quartermaster supplies; and for all such, except those that may be properly dropped as expended, said commanding officers will give memorandum receipts to the accountable officer, who will continue to bear said supplies on his return until they have been transferred, expended, or otherwise disposed of and duly accounted for as required by regulations.

1090. Officers commanding companies or detachments temporarily absent from posts will continue responsible to quartermasters from whom supplies have been procured on memorandum receipts. Should the services of a quartermaster become necessary, one will be appointed for the command.

1091. When troops change station, only such quartermaster supplies as are authorized, or as may be directed to be transferred, will be removed from the station. Company and detachment commanders, prior to departure from a station, will have a settlement with the quartermaster for supplies held on memorandum receipt. For such supplies as must accompany troops, company and detachment commanders will give certificates to the quartermaster. Memorandum receipts that have been thus satisfied will be returned to the respective company and detachment commanders. The quartermaster will forward the certificates, accompanied by the requisite papers for transferring the accountability, to the quartermaster at the destination of the troops. The commanders of incoming organizations upon arrival will report the supplies in their custody and give memorandum receipts therefor to the quartermaster, who will then return to the respective commanders their certificates.

1091½. Whenever troops are detached from posts for duty in the field for an indefinite period, or when their absence on such duty is prolonged for an extended period and they have taken with them quartermaster property held on memorandum receipt, the commander of the territorial department from which the troops are detached may direct that such property be invoiced to the regimental, battalion, squadron, or other quartermaster of the troops concerned. Upon return from detached service to the post from which detached,

or upon joining another post for duty, the property will be invoiced to the quartermaster of the post.

Whenever an officer, noncommissioned officer, or other person in the military service is detached from a post for duty in the field and has left quartermaster property for which he has signed a memorandum receipt, the quartermaster will take possession of such property upon request of the person concerned, carefully check same, and issue a credit slip (Q. M. C. Form 243) in duplicate, on which will be listed the article or articles taken in, the original of which will be sent to the person concerned and the duplicate retained by the quartermaster. Should damage not the result of fair wear and tear in the service or a shortage be found to exist, the quartermaster will communicate with the person concerned with a view to securing an adjustment before taking steps toward collecting the value of the article or articles short or damaged. (*C. A. R., No. 30.*)

1092. Certificates given for supplies accompanying troops and memorandum receipts given by officers for supplies issued or loaned for their individual use, or for use of the organizations under their command, will be made in the prescribed form, and should any officer, when called upon by proper authority to produce any of the supplies enumerated therein, fail to do so, or to furnish proper evidence that deficient or damaged supplies have been accounted for as required by regulations, the name of the officer delinquent will be reported to the Secretary of War by the Quartermaster General, and said officer's pay to the extent of the deficiency or damage will be stopped, in conformity with paragraphs 702 and 703. The accountable officer may drop from his return the articles deficient, forwarding the memorandum receipt or certificate as a voucher therefor. (*C. A. R., No. 10.*)

1093. A forage master or wagon master shall not be concerned, directly or indirectly, in any means of transport employed by the United States, or in the purchase or sale of any property procured for or belonging to the United States, except as agent for the Government.

1094. Every officer accountable for quartermaster supplies will keep himself accurately informed, by personal examination, of the quantities and condition of the property on hand, and will be held strictly responsible that they are correctly reported on his returns. The commanding officer will see that a complete, detailed, and accurate inventory of such property, except that held on memorandum receipts, is taken by the accountable officer in person at least once each year, and as much oftener as he may deem necessary for the interests of the Government. At each transfer of such property both the invoicing and receipting officer will attend in person, and each will satisfy himself, by personal count and examination, that all property invoiced is on hand and in condition as stated in the invoices. When loss, damage, or deficiency is discovered upon taking any of these inventories, a surveying officer will at once investigate and ascertain the cause thereof, which he will report with his conclusions as to the responsibility for the same.

HORSES OF MOUNTED OFFICERS.

1095. In the field, at posts, or in active service, horses held in the Quartermaster Corps unassigned, other than those at remount depots, may be sold to mounted officers on the authority of the department or division commander, except that no disposition will be made of any public animals pertaining to the Mounted Service School without the express authority of the War Department. An application to purchase a horse at a remount depot will be for-

warded to the Quartermaster General by the officer desiring to make the purchase. An application to purchase a horse at a post will be forwarded through military channels for the action of the department commander. In his application the officer will state what horses he has purchased from the Government during the past 10 years and what disposition has been made of them; also what number of mounts he owns. The price to be paid for a horse purchased by an officer will be the price paid by the Government for the horse, but will not be less than the average price paid by the Government for horses for the mounted service during the preceding fiscal year. Purchase and payment will be completed within 30 days from the date of receipt of the authority for the sale and the purchase money at once deposited to the credit of the current appropriation. Horses thus sold will not be exchanged or returned.

When an officer of Infantry or of the Coast Artillery Corps is relieved from mounted duty, or when a mounted officer is ordered to duty beyond the seas or to make a change of station in the United States, in which the cost of transportation for the private horses which he is required to keep exceeds $100 for each horse, including the cost of attendant, if any, the Quartermaster Corps may, upon the request of such officer, purchase such private horse or horses as he may not desire to take with him upon the following conditions: An officer desiring to dispose of his horse will request the necessary authority from the department commander, who will convene a board to be composed of not less than three commissioned officers to examine the animal with a view to determining its fitness for service or for sale to an officer, and if it be found serviceable to appraise its value. Horses that are unsound in any respect or that exceed the age of ten years will not be purchased. The proceedings of the board should indicate the condition and age of each animal examined. The price found by the board shall not exceed the average price paid by the Government for horses for the mounted service during the preceding fiscal year, except that in case of horses purchased from the Government the price shall not exceed that for which the animal was purchased. The proceedings of the board, when approved by the department commander, will be returned to the applicant and will authorize the payment of the appraised price upon the delivery of the animal to an officer of the Quartermaster Corps, who will be designated by the department commander to receive it. The purchase of a horse made under the authority conferred herein will be reported to the Quartermaster General by the department quartermaster of the department in which the purchase has been made.

When a mounted officer stationed at a post which is not under the jurisdiction of a department commander desires to dispose of his mount in view of the circumstances stated in the preceding section of this paragraph, the commanding officer of the post is authorized to convene a board in accordance with the provisions stated in the foregoing section, and the proceedings of the board, when approved by the post commander, will be returned to the applicant and will authorize the payment of the appraised price upon the delivery of the animal to an officer of the Quartermaster Corps, who will be designated by the post commander to receive it. The quartermaster at the post where the horse is bought will report the purchase to the Quartermaster General.

Horses assigned to organizations in the Philippine Islands, Hawaii, and the Canal Zone may be sold to mounted officers on authority of the commanding generals of the territorial departments concerned, provided that the horses can be spared. The price to be paid for a horse purchased by an officer will be the price paid by the Government for the horse, but will not be less than the average price paid by the Government for horses for the mounted service during the preceding fiscal year.

When a mounted officer purchases a horse under the provisions of this paragraph he shall not be permitted to sell him to private parties, but may sell him to another officer at a price agreed upon between seller and buyer, or back to the Government, at a price to be determined in the manner indicated above; this rule to govern subsequent owners.

If, however, the board should find that a horse purchased from the Government by a mounted officer, and offered for sale by him, exceeds the age of ten years, or is no longer fit for an officer's mount nor for the military service by reason of unsoundness or defects, the owner may dispose of the horse at private sale. (*C. A. R. Nos. 45 and 49.*)

1096. For their own headquarters and otherwise, except as provided in this paragraph, the use of public horses by officers will be regulated by department commanders in conformity with the necessities of the public service.

Officers below the rank of major who are required to be mounted will be furnished with one mount by the Quartermaster Corps in case they do not elect to provide themselves with suitable private mounts. Such public mounts will ordinarily be assigned one to the exclusive use of each officer and will be foraged, stabled, shod, groomed, fed, watered, and furnished with veterinary treatment and medicine at Government expense. Authorized private mounts of officers will similarly at Government expense be stabled, shod, foraged, and supplied with veterinary treatment and medicine. Should the circumstances of service at a particular station cause the number of Government mounts available for use under this paragraph to fall below the number of officers entitled to such mounts under the law, the post commander will regulate the use of the public mounts actually on hand with due consideration for the service and the rights and duties of the individual officers concerned.

1097. The Quartermaster Corps will provide and issue horse and mule shoes, nails, smith's tools, and materials required for the service, except the forges and tools for field service of Cavalry, Field Artillery, and machine-gun platoons. The animals of a troop of Cavalry or battery of Field Artillery will be shod by the organization.

1098. The Quartermaster Corps will transport for officers changing station, and for graduates of the United States Military Academy assigned to mounted organizations upon first assignment to station, the number of horses for which they are legally entitled to forage, and an attendant to accompany the horses when necessary, subject to the following restrictions:

1. That the expense to the United States shall not exceed $100 for each horse transported. The entire cost of such shipment may be paid by the Quartermaster Corps, but if the entire cost exceeds $100 for each horse, including transportation of attendant, if any, the excess must be refunded to the Quartermaster Corps by the owner. The expenses of the attendant other than his transportation will not be paid by the Quartermaster Corps, except that when an enlisted man is ordered to be such attendant there may be paid also commutation of rations when necessary.

2. That the shipment shall be made at a valuation of not to exceed $100 per animal, unless the owner pays, under the regulations of the Quartermaster Corps, the cost incident to increased valuation.

3. That the horses are owned by the officer and are intended to be used by him at his new station in the public service.

4. The horses of deceased or retired officers or officers ordered to their homes to await retirement, or of officers effecting a voluntary transfer, will not be transported at public expense.

5. When horses are purchased by officers at points other than their station the Quartermaster Corps will transport them from points of purchase to the

station of the officer, provided the officer is entitled to have and has not had his authorized private mounts shipped from his old to his new station, and provided, when the cost of shipment from point of purchase to new station exceeds the cost from old to new station on last change of station, the officer will deposit the excess cost with the shipping officer when shipment is made by the Quartermaster Corps.

6. Officers detailed on service in a foreign country and required to be mounted should furnish their own mounts, such mounts to be transported to and from their foreign stations at the expense of the United States, the limitation in the cost of transportation, as prescribed in section 1 of this paragraph, being waived in such cases. However, if an officer below the rank of major so desires, a public mount may be assigned to him and transported as hereinbefore provided, or, if it be to the interest of the United States, a mount may be purchased for him in the vicinity of his foreign station. Such officers should advise the War Department by which method they desire to be furnished with mounts. (Under present regulations of the Treasury Department, animals are not allowed to be returned from the Philippine Islands to the United States.)

7. Private mounts of officers in excess of the authorized number of mounts may be shipped on the same Government bill of lading with authorized mounts, upon deposit with the shipping officer, prior to shipment, of a sum equal to the commercial freight charges on the excess mount or mounts, to be ascertained from or through the agent of the carrier at point of shipment, and cost of exchange for remittance to the officer who will settle the transportation charges. The excess mounts will not be shipped on Government bill of lading unless such deposit be first made.

8. Officers making application for shipment of mounts will in all cases specify the last change of station, referring to orders under which it was made, and also the number of private mounts previously transported, if any, on last change of station. (*C. A. R., Nos. 9 and 55.*)

1099. Rescinded. (*C. A. R., No. 55.*)

MILITARY ATTACHÉS.

1100. An officer of the Army serving as military attaché abroad will be entitled to the following allowances: A suitably furnished office when needed, or an unfurnished room with one desk or table, six chairs, one book or file case, the articles allowed for an office desk by regulations, and the stationery required in the performance of public duty, to be furnished by the Quartermaster Corps, and in either case the regulation allowance of fuel for one office fire. Mounted officers will be allowed forage if horses are actually kept, and officers not mounted, or mounted officers not drawing forage, the hire of a horse when necessary for mounted duty. Necessary funds for these allowances and blank forms for reports and returns will be procured by requisition on the Quartermaster General. Money accounts will be rendered quarterly. Items for necessary cost of exchange will be entered on accounts current, the entries of each being supported by the certificate of the officer that current rates of exchange were paid and that other vouchers are not obtainable. (*C. A. R., No. 10.*)

TRANSPORTATION, GENERAL PROVISIONS.

1101. For wagon and pack transportation mules will generally be employed, but horses may be used for saddle purposes by wagon masters, messengers, expressmen, and employees or enlisted men having similar occupation which require them to be mounted. For draft purposes, except at depots or posts in or

near large cities where little transportation is needed, horses will not be used, unless specially authorized by the War Department.

1102. The allotment of draft and pack animals to each military department will be made by the Quartermaster General under the direction of the Secretary of War. (*C. A. R., No. 10.*)

1103. The allowance of spring wagons, exclusive of the prescribed ambulance for the sick, is fixed at one to each post, except when otherwise authorized by the War Department. All four-wheeled passenger wagons (except ambulances) having springs under the body shall be considered spring wagons.

1104. Spring wagons will be used only by direction of commanding officers and for the purpose for which they are supplied, viz, for the transportation of officers and enlisted men traveling on duty when other means are not available.

1105. The Quartermaster Corps will provide the necessary ambulances for transporting the sick and wounded upon the requisition of the proper medical officer. It will purchase, hire, operate, maintain, and repair such harness, wagons, carts, drays, and other vehicles as are required for the transportation of troops and supplies, and for official, military, and garrison purposes.

1106. All means of public transportation at a post will be accounted for by the quartermaster, and will be under his charge except as provided in paragraph 1427. Commanding officers will cause mounted organizations to be provided daily with the proper facilities for policing stables and hauling forage.

1107. Commanding officers will give timely notice to the proper officers of the Quartermaster Corps of all contemplated movements of troops and supplies that proper and sufficient transportation may be in readiness.

1108. The duty of furnishing transportation at any post, station, or depot will be intrusted to one officer of the Quartermaster Corps, on whom requisitions will be made therefor. In the performance of their official and military duties officers of the Army are authorized to use the means of transportation provided by the Quartermaster Corps in accordance with law.

1109. The Quartermaster Corps is charged with the transportation of troops and supplies between the United States and such over-sea garrisons and military commands as shall be authorized. Those officers and employees who are detailed to carry out the work constitute the Army Transport Service. All necessary expenses incident to that service will be paid from the appropriations made for the support of the Army. The Army Transport Service is governed by special regulations promulgated by the Secretary of War.

TRANSPORTATION OF PERSONS.

1110. When troops are moved, suitable transportation will be provided; proper orders and an exact return of the command will be furnished to the quartermaster who is to provide the same.

1111. A person requiring transportation will exhibit an order from competent authority. The quartermaster will indorse on the original order, over his signature, the fact that transportation has been provided, its kind, the place from and to which it has been furnished, and the number of pounds of extra baggage transported, if any. The original order will be retained by the person who receives the transportation, and, in case of a soldier entitled to commutation of rations while traveling, will be disposed of as directed in paragraph 1232. (*C. A. R., No. 42.*)

1111½. When transportation is issued to a soldier under conditions which require that the whole or any part of the cost of such transportation is to be charged against the soldier, the officer issuing the transportation will report by letter, in duplicate, to the soldier's immediate commander, through the dis-

bursing officer designated to pay the account for rail or steamer transportation, giving the name, rank, and organization of the soldier, the serial numbers of transportation requests issued, together with any expenditures for subsistence or other purposes that may have been incurred which should be charged against the soldier. The disbursing officers will forward these letters to the soldier's immediate commander, indorsing thereon the actual amount that will be paid for rail, sleeping car, or steamer transportation. On receipt of this information the commanding officer will enter the charge against the soldier and return one copy of the letter immediately to the disbursing officer from whom received, stating thereon, by indorsement, the month and year of the pay rolls on which the charge has been or will be made. When transportation is issued under the provisions of paragraphs 110 or 127, the officer issuing the request will take the action outlined above and in the case of a soldier on furlough will, in addition, enter on the furlough a statement showing the transportation that has been furnished. (*C. A. R., No. 42.*)

1112. When transportation is furnished for the entire journey, the route, if not designated in the order, will be determined by the Quartermaster Corps, in accordance with existing rules.

1113. A quartermaster who provides the transportation for troops will notify, by mail or telegraph, the quartermasters at places where changes of route are to be made, or means of transportation are to be changed, of the day on which the troops will start, their route, destination, the number of officers, enlisted men, and animals, and the quantity of public property and baggage for which transportation will be required.

1114. The quartermaster who provides the transportation, or a duly authorized representative, will be present at the embarkation of the troops, and will see that the accommodations contracted for have been provided. A similar course will be pursued, where practicable, at places where changes of route or important connections are to be made. If delay is necessary in either case in order to complete the arrangements for transportation, the commanding officer of the troops will be duly notified.

1115. The Quartermaster Corps will furnish transportation to accepted applicants for enlistment from general recruiting stations to designated recruiting depots (including recruit depot posts) and return transportation to such of the applicants as are rejected on final examination.

TRANSPORTATION REQUESTS.

1116. Transportation for persons over the lines of any common carrier will be obtained by the issuance of a transportation request, a separate request being issued for the rail transportation involved, another for the sleeping or parlor car accommodations to be furnished, another for the travel on commercial steamer, and still another for the transportation of excess baggage, where authorized.

A request for transportation issued by a quartermaster, or by an officer to whom transportation requests are supplied on memorandum receipt, should set forth the following information, the entries pertaining thereto being made by the officer issuing the request:

On the face thereof, date and place of issue; time for which it will be valid; name of company required to furnish transportation; name of the person, or, if a party, of the person in charge and the number of others in the party; organization to which the person belongs, if an officer or enlisted man; the points between which transportation is to be furnished; the initial letters of each road or line to be used on the journey; class or character of the trans-

portation to be furnished; authority; nature of journey; officer designated to settle the account; and the appropriation. The transportation requested should be specifically and fully described in the spaces provided therefor in the block at the right of the request, and, if the travel is by commercial steamer, the request should further show whether meals or meals and berth are included.

On the back thereof the name, rank, and organization of the soldier, if any, to whom the cost of transportation should be charged; the number of officers, enlisted men, and civilians, when two or more travel on the same request; and the organization, if any. (*C. A. R., No. 41.*)

1117. Requests should be properly receipted by the party named therein, presented to the agent of the initial carrier, and tickets procured before commencing the journey, as conductors are not, in all cases, authorized to accept transportation requests. In those instances where it becomes necessary, owing to unforeseen conditions, to obtain transportation varying from that called for on the face of the request, a notation should be made by the traveler, in the space provided for this purpose on the back of the request, showing the actual transportation furnished and explaining the variation, and should be signed by him; in such cases the receipt on the face of the request will have added thereto the words "except as stated on back hereof." The transportation furnished must not, in any case, be in excess of that called for on the face of the request, unless the difference is collected from the traveler. In no case will a receipt be given for transportation of more persons or extra baggage than the request calls for. A receipt for transportation furnished, including signature of the traveler, will be filled in with ink, and names and places will be written in full. If the person receipting can not write his name he will make his mark, which will be witnessed. (*C. A. R., No. 41.*)

1118. Rescinded. (*C. A. R., No. 41.*)

1119. No portion of a request above the signature of the issuing officer will be changed in any particular. If explanations are required, they will be made on the back of the request.

1120. All unused transportation requests will be returned without delay to the officer issuing same for cancellation. All unused tickets or parts of tickets procured on a transportation request will be returned to the officer who issued them, and by him forwarded to the officer who pays the account for the service. The value of such ticket or parts of tickets will be deducted from any money due or to become due the company for transportation over whose line they were obtained. On the collection of the value of such unused tickets they will be returned to the company by which they were issued.

1121. When transportation to any given point and return is required, the request for return transportation should be obtained at the destination, provided it can be there procured, except in cases where round-trip tickets can be obtained at reduced rates and made available for the journey; otherwise the quartermaster will issue two sets of requests, one to the place of destination, the other for return transportation.

1122. An officer traveling on a mileage status is not entitled to transportation at public expense of any baggage which may accompany him on the journey.

1123. When an officer under orders for temporary duty or permanent change of station certifies that it is necessary for his field allowance of baggage to be transported to his temporary or permanent station, the Quartermaster Corps will furnish transportation for the same by freight, unless in cases of emergency transportation by express is authorized by the Secretary of War. The total amount of baggage transported at public expense will in no instance exceed the allowance provided by paragraph 1136. Transportation for 250 pounds of baggage, including 150 pounds usually carried free by railroads, is

authorized for Army nurses when they join for duty under the first order, upon permanent change of station, and on return to their homes upon annulment of contract.

Receipts covering an excess of baggage will contain certificates as to whether transportation for such excess has been furnished.

1124. For enlisted men and applicants for enlistment traveling under orders without troops, each ticket furnished by the Quartermaster Corps will usually cover 150 pounds of baggage free. Where this is not the case, as on stage lines, the Quartermaster Corps will provide for the transportation of sufficient excess baggage to make a total of free and excess as follows:

	Pounds.
Noncommissiond officers	100
Privates of the Medical Department	100
Other privates	50

(*C. A. R., No. 55.*)

1125. Quartermasters, in issuing requests for transportation of officers and others traveling under orders, will not include therein public property of any description, nor the allowance of personal baggage carried free by the various transportation lines.

FERRIES, TURNPIKES, AND BRIDGES.

1126. Whenever it shall be necessary for troops, teams, or employees in the military service to pass on public duty over a legally constituted toll bridge, ferry, or turnpike, the officer or person in charge of the party will apply to the nearest quartermaster for a request for such passage. If he can not obtain it he will give to the keeper of the bridge, ferry, or turnpike a certificate stating the number of persons and whether mounted or on foot, number of loose animals, teams and animals to each team for which toll or ferriage is due, and showing that the travel is on public duty. Accounts for such service, accompanied by the request, or certificates duly receipted, will be presented to the nearest disbursing quartermaster for settlement, who, before payment, will satisfy himself that the rates charged do not exceed those authorized, or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment may be made at the authorized or usual rates, unless more favorable terms can be obtained.

STREET CAR AND FERRY TICKETS.

1127. For the transportation of officers, enlisted men, applicants or rejected applicants for enlistment, and employees of the United States in the transaction of public business, street car, electric railway or ferry tickets will be supplied by the Quartermaster Corps, when this form of transportation is preferable in convenience and cost to other forms of transportation. This will not apply to an officer traveling under orders covering mileage. Travel between place of residence and office or place of employment is not travel in the transaction of public business within the meaning of this paragraph. The tickets when purchased will be taken up on the property account and expended solely in the performance of public duty. (*C. A. R., No. 5.*)

PARLOR AND SLEEPING CAR ACCOMMODATIONS.

1128. The following-named persons, when traveling under orders, are entitled at public expense to a lower berth in a standard sleeping car, seat in a parlor car, or to the customary stateroom accommodations on steamers where

extra charge is made for the same: (1) Officers of the Army when traveling on duty with troops. (2) Noncommissioned officers above grade 17, paragraph 9, when traveling on duty without troops. (3) Army nurses. (4) Civilian employees in the military service, viz, architects, marine engineers, assistant engineers, chief packer, chief cutter, clerks, civil engineers, draftsmen, electricians, electrical engineers, examiners, inspectors, stationary engineers, stenographers, superintendents of construction, typewriters, veterinarians, and employees of similar character. (5) Licensed officers of the transport service and of the harbor boat service of the Quartermaster Corps, viz, masters, mates, engineers, assistant engineers, and pilots. (6) Invalid soldiers when traveling under orders without troops, on the certificate of a medical officer showing the necessity therefor. (7) The enlisted attendants accompanying invalid soldiers are entitled to accommodations equal to those herein allowed to invalid soldiers.

Noncommissioned officers below grade 16, paragraph 9, when traveling under orders without troops, when the journey exceeds 12 hours and is scheduled to terminate after midnight, are entitled to a berth in a tourist sleeping car, upper if available, or to the customary stateroom accommodations on steamers where extra charge is made for the same. When tourist sleeping car accommodations are not available and the journey exceeds 12 hours, and is scheduled to terminate after midnight, an upper berth in a standard sleeping car may be furnished for that portion of the journey for which tourist sleeping cars are not available.

Enlisted men, other than noncommissioned officers, and civilian employees in the military service, not specified above, when traveling under orders without troops, when the journey exceeds 12 hours, and is scheduled to terminate after midnight, are entitled to a berth in a tourist sleeping car, upper if available, but, when the number is three or more, tourist car accommodations will be furnished on the basis of three men to a section. Standard sleeping car accommodations will not be furnished in any instance. Tourist sleeping cars will be provided for troops on the basis of three men to a section when the journey involves spending a night on the train; but when the number of troops is too small to justify the hiring of tourist sleepers, tourist sleeping car accommodations on the same basis, if available, may be furnished.

When the number of officers traveling with troops is too small to justify the hire by the Quartermaster Corps of a standard sleeping car for their accommodation, they will be furnished with such part of a tourist sleeping car, or other suitable sleeping car, properly curtained off for their accommodation, as the Quartermaster Corps may provide for their use during the journey, one lower berth to be furnished to each officer if practicable.

1129. Quartermasters providing parlor and sleeping car accommodations will issue requests therefor, and state therein the number of berths or seats required.

1130. When a journey is to be performed covering a route requiring change of sleeping or parlor car, through requests will be issued.

1131. Persons holding requests for sleeping or parlor car accommodations will, whenever practicable, present them to the proper agent and obtain tickets for the number of berths or seats required before commencing the journey. When not practicable to do so, berths or seats will be secured from the conductor of the car. They will receipt for the number of berths or seats furnished, naming the points between which they were furnished.

1132. Special sleeping or parlor cars will not be chartered when the expense exceeds the cost of the berths or seats authorized to be furnished.

1133. When it is impracticable for agents or conductors to furnish berths or seats in sleeping or parlor cars, the holder of the request will, on the termi-

nation of his journey, return it to the issuing officer, with a statement of the reasons why it has not been used, and that officer will account for it on his return.

1134. An officer, traveling with troops, who incurs expense for authorized sleeping or parlor car accommodations when it is impracticable to obtain a request therefor, will be reimbursed by the Quartermaster Corps, upon application supported by a receipt for the amount paid by him and a copy of the orders under which the journey was performed.

TRANSPORTATION OF BAGGAGE.

1135. In changing station authorized allowances of baggage will be turned over to the quartermaster to be packed, crated, weighed, and marked for transportation as freight by ordinary freight lines. When necessary the packing, crating, weighing, and marking may be done by the Ordnance Department at arsenals, armories, or ordnance depots, or it may be done by the Engineer Department at places where labor and supplies are available, in which cases settlement will be made as provided in paragraph 619.

1136. The baggage to be transported at public expense, including mess chests and personal baggage, upon change of station will not exceed when packed and crated the following gross weights:

Rank.	In the field or temporary change of station.	Permanent change of station.
	Pounds.	*Pounds.*
Lieutenant general	1,500	15,000
Major general	1,000	10,500
Brigadier general	700	8,400
Field officer	400	7,200
Captain	200	6,000
First lieutenant, contract surgeon, and acting dental surgeon	150	5,100
Second lieutenant and veterinarian	150	4,500
Noncommissioned officers above grade 17, paragraph 9	.....	3,000
Noncommissioned officers, grade 17, paragraph 9, upon change of station without troops	.....	1,500
Pay clerk, Quartermaster Corps	.....	3,000
Civilian employees of the classified service transferred for the good of the service	.....	3,000

These allowances are in excess of the weights transported free of charge under the regular fare by public carriers. They may be reduced pro rata by the commanding officer, if necessary, and may in special cases be increased by the War Department on transports by water.

Invoices of household goods or personal effects turned over to the shipping officer will be accompanied by a certificate showing that the goods are the property of the officer, noncommissioned officer, or civilian employee requesting the shipment.

Baggage in excess of the foregoing allowances will be shipped upon the same bill of lading with the regulation allowance upon deposit with the shipping officer, prior to issue of the bill of lading, of a sum equal to the commercial freight charges on the excess, to be ascertained from or through the agent of the carrier at point of shipment, and cost of exchange for remittance to the officer who will settle the transportation charges. The excess will not be shipped on Government bill of lading unless such deposit be first made.

Bills of lading covering shipments of baggage will in all cases carry notation "Released valuation $10 per 100 pounds," unless the owner files written authority with the shipping quartermaster to ship his entire baggage unreleased.

In the latter case bills of lading must carry the notation "unlimited valuation," provided the owner deposits with the shipping quartermaster a sum equal to the additional commercial cost of shipment at "unlimited valuation."

An officer detailed for duty in a foreign country as a military attaché is entitled to packing, crating, and transportation of professional books and papers and the number of pounds of personal baggage specified in the table above. The maximum money allowance for packing and crating for each grade, exclusive of professional books and papers, will be as follows, and will not be exceeded. When less than the maximum allowance for each grade is transported a proportionate decrease in the cost of packing and crating will be made.

Rank.	Permanent change of station.
Lieutenant general	$90.00
Major general	63.00
Brigadier general	50.40
Field officer	43.20
Captain	36.00
First lieutenant, contract surgeon, and acting dental surgeon	30.60
Second lieutenant and veterinarian	27.00
Noncommissioned officers above grade 17, paragraph 9	18.00
Noncommissioned officers, grade 17, paragraph 9, upon change of station without troops	9.00
Pay clerk, Quartermaster Corps	18.00
Civilian employees of the classified service transferred for the good of the service	18.00

The maximum tare weight of any of the foregoing allowances will not exceed one-fifth of the gross weight. Any saving in tare weight effects an increase in net weight. With this end in view, burlap and excelsior should be used as much as possible as a substitute for crating, and the use of lumber should be limited as much as possible. Should the owner desire lighter packing or crating than the quartermaster deems sufficient, the lighter crating or packing will be used only upon written request of the owner. (*C. A. R., Nos. 10 and 32.*)

1137. The Quartermaster Corps will pack, crate, and transport the authorized change of station allowance of baggage and professional books and papers for officers or enlisted men upon retirement, or who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors; also 150 pounds of baggage, inclusive of the quantity carried free by transportation companies, for enlisted men below grade 17, paragraph 9, Army Regulations, who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors.

An honorably discharged officer is not entitled to the transportation allowance mentioned in this paragraph, but he will receive 4 cents a mile for travel allowances from the place of his discharge to the place of his residence at the time of his appointment, or to the place of his original muster in to the service. (*C. A. R., No. 13.*)

1138. Packing, crating, and transportation of the authorized allowance of baggage for permanent change of station is authorized for officers of the Medical Reserve Corps when joining for duty under the order placing them upon active duty in the service of the United States, for officers of the Medical Corps appointed from officers of the Medical Reserve Corps on active duty in the service of the United States, from the place of their appointment to their first stations on joining for duty, and for such contract surgeons and acting dental surgeons

as may be employed when they join for duty under the first order, and also on return to their homes on the termination of their contracts, if provided for in the contracts. Packing, crating, and transportation for 1,500 pounds of baggage will be furnished to graduates of the United States Military Academy and officers promoted from the ranks on their first assignment to duty as commissioned officers. With these exceptions, transportation of baggage at public expense is not authorized when joining for duty on first appointment to the military or civil service, nor upon reinstatement or reappointment, nor to effect transfers from one station to another, at the request of those transferred. Officers on temporary duty are entitled only to the allowance for temporary change of station as authorized in paragraph 1136. In lieu of the allowance authorized for permanent change of station, an officer detailed as attaché or an officer, noncommissioned officer, or civilian employee entitled to an allowance of baggage under the provisions of paragraph 1136, under orders for extended service over the sea or for duty in Alaska is entitled to have his full allowance transported from the station he leaves to his home or to the nearest convenient place of storage, and, upon resuming duty in the United States, from such places to his post of duty, or, if he so desires, a portion of his allowance may be shipped abroad and the balance to such point as may be designated in the United States for storage. Officers, noncommissioned officers, and civilian employees desiring to make shipment of baggage under the preceding clause will furnish shipping officers with a certificate showing whether other shipments have been made or are contemplated at public expense to or from other points, and if so the weight of such property. In case of either permanent or temporary change of station of enlisted men under conditions that rendered it impracticable or inadvisable to take their personal effects with them at the time, subsequent transportation of the personal effects of such enlisted men, not to exceed 150 pounds for a man, is authorized, upon approval by department commanders, or by commanding officers of posts, stations, or commands that are exempted from the control of department commanders. (*C. A. R., No. 16.*)

1139. The Quartermaster Corps will pack, crate, and furnish transportation for the prescribed regimental and company desks, for the books, papers, and instruments of staff officers necessary to the performance of their duties, and for the medical chests of medical officers; also for the professional books, including standard works of fiction, of officers changing station, officers ordered home for retirement, graduates of the United States Military Academy, and officers joining on first appointment, which they certify belong to them and pertain to their official duties. Invoices of packages turned over to the shipping officer will be accompanied by the certificate of the officer as to character of books, and a certified copy will be attached to the bill of lading issued at the initial point of shipment.

Shipment of professional books will be made at released valuation except as provided for the baggage allowance in paragraph 1136. (*C. A. R., No. 10.*)

TRANSPORTATION OF SUPPLIES.

1140. Transportation of supplies within a department, from a department to a depot, or from a department to a station or mobilization or concentration point to which troops stationed within the department are ordered or have been sent, is accomplished under the authority of the department commander. Transportation of supplies from the place of purchase to a depot or to a station of troops, from one depot to another, or from any depot to a station of troops, is accomplished under the authority of the Quartermaster General. Officers turning over public property to a quartermaster for transportation will plainly

mark each package with the name and address of consignee, a list of its contents, its weight, and "U. S." (*C. A. R., No. 49.*)

1141. An officer who turns over supplies to another for transportation in the best condition in which it is possible to put them is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Procedure in case of loss, damage, or deficiency found on arrival at destination will be as prescribed in paragraph 721.

1142. Transportation by express, when in excess of cost by ordinary freight, must be limited to emergencies and shipments of delicate instruments, public funds, and other public property of such small weight or dimensions as is likely to be damaged or lost when shipped by ordinary freight, vouchers in payment must show the emergency or the character of the package transported and authority for such transportation. In making shipments of funds a quartermaster will receipt only for so many sealed packages said to contain so much public money. When an absent disbursing officer sends his check to the order of the quartermaster, requesting him to express the amount named therein, the latter will receipt for the actual amount to be transported. In case of loss of funds by unavoidable accident the shipping officer will not be held responsible, and the officer accountable for the funds must seek relief through application to the Court of Claims or to Congress. (*C. A. R., No. 49.*)

1143. Supplies issued to the several States and Territories under the laws for arming and equipping the militia will be turned over to the Quartermaster Corps for transportation and delivery at the railroad depot or steamboat dock nearest to the point within the State or Territory designated by the governor thereof. Separate bills of lading will be used in shipping this property.

1144. A quartermaster is authorized to transport books and musical instruments purchased for, or donated to, post chapels or to post or company libraries, and gymnastic and athletic appliances purchased with regimental, exchange, or company funds, for the use of troops, from the nearest market to the post or station of the troops. Also to furnish transportation at public expense for reading matter donated for use of the enlisted men of the Army, or the United States Disciplinary Barracks at Fort Leavenworth, Kans., or any branch thereof, such transportation to be furnished from place of donation to the post, hospital, or barracks where intended for use. All such packages will be impersonally addressed and consigned to the proper commanding officer of troops or hospitals, or the commandant of the barracks. (*C. A. R., No. 55.*)

1145. The Quartermaster Corps is authorized to ship (under the regulations governing the transportation of military property, and on the same forms of bills of lading) articles donated to the Medical Museum at Washington, the library and museum of the Military Service Institution at Governors Island, N. Y., or the United States Military Academy at West Point, N. Y. Packages will be marked with the name of the institution, and sent in care of the depot quartermaster at Washington or New York, or the quartermaster at West Point.

CLOTHING AND EQUIPAGE.

1146. Tables showing the price of clothing and equipage for the Army, the allowance of clothing in kind to each soldier for each year of his enlistment, and his clothing money allowance for each year, month, and day, also the allowance of equipage to officers and enlisted men, will be published in orders from the War Department. (*C. A. R., No. 6.*)

1147. Estimates of clothing will be made quarterly, as follows: On January 1 for the quarter ending June 30; on April 1, for the quarter ending September

30; on July 1 for the quarter ending December 31; on October 1 for the quarter ending March 31.

1148. Based upon the minimum and maximum quantities of the various articles of clothing, as determined between which limits the stock of clothing will be maintained, and upon the probable necessities of the command to be supplied, as shown by previous issues, the quartermaster will prepare the quarterly estimates of clothing in triplicate and submit them to the commanding officer for his action.

These estimates will show the number of each article on hand (giving size) and the number probably required for the period for which the estimate is made. It will also show the number of each article surplus that can be spared for issue at other posts. When approved by the commanding officer, two copies will be forwarded to the department quartermaster.

1149. The department quartermaster, upon receipt of the several estimates, will carefully revise the same and note the articles reported as surplus and available for issue at other posts. He will then submit the estimates with his recommendations to the department commander. Surplus articles at any post in the department should be recommended for transfer to other posts where they are required. Articles that can not be supplied from a surplus should be recommended for supply from the depot designated to supply these articles.

1150. After approval by the department commander, the estimates amended to show the number of each article not filled from surplus at other posts will be disposed of as follows:

One copy will be retained in the office of the department quartermaster and the other one forwarded directly to the depot designated to supply these articles, so as to reach it not later than February 1, May 1, August 1, and November 1, respectively.

1151. Should the quantity of clothing and equipage supplied upon the quarterly estimates prove inadequate, a special requisition in triplicate, giving reasons therefor, should be made and forwarded to the department quartermaster, and after approval by the department commander one copy will be retained for record in the office of the department quartermaster and the remaining two copies forwarded directly to the supply depot, except requisitions for band instruments or parts thereof, which will be sent to the Quartermaster General directly. In case of absolute necessity, call for such articles as are urgently needed may be made by telegraph. (*C. A. R., No. 10.*)

1152. Officers of the recruiting service will forward special requisitions for such articles of clothing and equipage as may be needed directly to such depots of the Quartermaster Corps as may be designated by the Quartermaster General. Care will be exercised to prevent unnecessary accumulations of clothing and equipage and other supplies. Lists of such surplus property as may be on hand and not required will be submitted directly to the Chief of the Quartermaster Corps. (*C. A. R., No. 10.*)

1153. To enable post quartermasters to form an approximate basis as to the sizes required, each company or detachment commander will, whenever called upon, furnish that officer with a statement of the sizes of the various garments worn by the enlisted men composing said commands.

1154. All officers making estimates or requisitions for clothing and equipage will conform to regulations and orders fixing allowances. The sizes furnished require very little, if any, alteration, and estimates should be made as near the exact requirements of the men as possible.

1155. Should any of the sizes of clothing supplied prove inadequate, measurements stated upon prescribed blanks will be forwarded with the estimate

for the garments. A certificate that the enlisted man for whom such clothing is intended can not be fitted with the sizes of clothing furnished should accompany each requisition. Additional cost of manufacturing these special-measurement garments will not be charged against the enlisted man. (*C. A. R., No. 4.*)

1156. The clothing estimated for by each company or detachment commander should, as a rule, be held subject to its wants, but in case of need it may be otherwise issued, and the quartermaster will then call for a sufficient quantity to replace it if necessary.

1157. When clothing is required, issue will be made by the quartermaster either to the individual soldier or in bulk to the organization commander, or an officer representing him, for issue to the enlisted men of his command.

In either case the soldier will make request (single copy) on individual clothing slip to his organization commander. For this purpose the original and duplicate slips will be detached and used indiscriminately.

When the issue of clothing to the individual soldier is desired individual clothing slips in duplicate, numbered serially for the month or period and enumerating the articles needed, will be prepared by the organization commander by carbon process. The quantities and sizes desired will be entered by the organization commander, except that for men not yet fitted sizes may be filled in at the time of issue after proper size has been determined by try on.

Clothing issued to the individual soldier and removed from the quartermaster's storehouse will not be received back by the quartermaster.

If a large number of men of an organization are to draw clothing, individual clothing slips will be sent to the quartermaster in advance to permit the clothing to be prepared for issue.

At the time of issue the quartermaster or his representative will enter by carbon process the quantities, sizes, and unit prices of the articles issued, initial the slip in space "Issued by," and obtain the soldier's receipt on both copies. A line will be drawn through each blank space in column "Quantities issued" on original and duplicate by the quartermaster or his representative before the soldier signs the receipt. The "original" will be retained by the quartermaster and the "duplicate" returned to the organization commander or his representative at the time of issue or returned at the close of the business day in a sealed envelope to the organization commander. The original will be abstracted daily by the quartermaster on abstract of clothing issued. The duplicate, after having been returned by the quartermaster, will be retained by the organization commander, who will immediately determine the total money value and enter the transaction on abstract of clothing drawn, statement of clothing charged to enlisted men, and service record. The soldier's request will then be destroyed.

At the end of the month or whenever an organization leaves the vicinity of the issuing quartermaster for an extended period, the organization commander will compare his abstract of clothing drawn with the quartermaster's abstract of clothing issued. After satisfactory settlement of all differences an additional copy of the abstract will be prepared by the organization commander and delivered to the quartermaster not later than the fifth of the succeeding month. The quartermaster will note fact of signature on his retained copy. The organization commander will file his retained copy of the abstract with the corresponding duplicate individual clothing slips and statement of clothing charged to enlisted men.

The quartermaster will forward the copy of abstract signed by the organization commander to the Quartermaster General of the Army as a voucher to his property account and will retain the other copy.

When clothing is desired in bulk, the organization commander will prepare a requisition in triplicate on the prescribed form enumerating the articles and sizes needed and showing the total required. The three copies of the requisition will be sent to the quartermaster, who will prepare the items for issue, enter in columns "Issued" on all copies the quantities which can be actually supplied, and enter the unit prices. The quartermaster will send due notice to the organization commander when the clothing is ready for issue. After verifying the quantities of clothing entered in columns "Issued," the organization commander or an officer designated by him will sign on all copies a receipt to the effect that he has received the articles enumerated in columns "Issued." The quartermaster or his representative issuing the clothing will sign a statement on all copies to that effect. The articles will then be removed from the quartermaster's storehouse. One copy of the requisition will be turned over to the organization commander or his representative at the time of issue of clothing.

The organization commander or an officer designated by him will at once issue the clothing to the enlisted men. The issuing officer will enter on the request submitted by the soldier the quantities issued, initial the slip, and obtain the soldier's receipt at the time of issue.

All clothing not actually issued to enlisted men will be returned by the organization commander or an officer designated by him to the quartermaster within 24 hours after the clothing was drawn and the quantities so returned entered in columns "Returned to quartermaster" on the three copies of requisition. The officer will sign a statement on all copies that the articles enumerated in columns "Returned to quartermaster" were so returned, and the quartermaster or his representative will sign the receipt on all copies to the effect that the articles have been received. A line will be drawn through each blank space on all copies in columns "Returned to quartermaster" before signing. The difference between the quantities received and the quantities returned to the quartermaster will be entered in columns "Net issued" and total money value determined. The organization commander or his representative will sign certificate on the copy of the requisition retained by the organization, to the effect that the articles enumerated in columns "Net issued" have been duly issued, stating total money value of clothing issued to the enlisted men.

The organization commander will prepare the statement of clothing charged to enlisted men and enter the date and money value of clothing issued in the clothing account on the soldier's service record. The soldiers' requests, requisition, and the statement of clothing charged to enlisted men will be kept filed together by the organization commander.

The quartermaster will forward one copy of requisition to the Quartermaster General of the Army as a voucher to his property account and will retain the other copy. (*C. A. R., Nos. 26 and 55.*)

1158. In the case of a soldier serving at an ungarrisoned or isolated station the officer who keeps the soldier's service record will prepare the requisition and sign the receipt for the clothing. (*C. A. R., No. 55.*)

1159. Each soldier's clothing account will be kept by the company or detachment commander on the blank provided for that purpose. The account will show the money value of the clothing received by the soldier at each issue and his receipt therefor will be taken on the blank. Gratuitous issues will be entered separately, but their money value will not be deducted from the soldier's regular clothing allowance.

1160. Company and detachment commanders will settle the clothing account of every enlistd man of their commands on June 30 and December 31 of each year, without regard to date of individual enlistment. The entire amount found

due the United States will be charged to the soldier upon the pay rolls for the period embracing the date of settlement and on subsequent rolls until the whole amount is deducted.

1161. The clothing money allowance will consist of an initial allowance and a yearly allowance. The initial allowance is intended to cover the cost of all clothing required between date of enlistment and the date upon which the recruit is taken up for full duty, but will not be considered as fully earned by the soldier until he shall have completed six months' service. The yearly allowance and the initial allowance will be determined by the annual estimated value of the clothing. One-sixth of the initial allowance will constitute the monthly share, and one-thirtieth of the latter the daily share of the initial allowance actually accruing to the soldier. When the clothing account of a soldier is opened in the organization to which he has been assigned, he will be credited with the initial allowance. At the first settlement thereafter he will be credited with the portion of the yearly allowance accruing between date of enlistment and date of settlement as determined by the monthly and daily rates. At each succeeding settlement he will be credited with half the yearly allowance, and at the expiration of his term of service will be credited with the amount due from last settlement as determined by the monthly and daily rates.

1162. When a soldier is separated from the service during the first six months of his enlistment, any clothing allowance which may have been previously credited to him will be disregarded, and the allowance to be credited in the settlement of his clothing account will be determined from date of enlistment to date of separation from the service, the initial allowance according to the table of allowances in force at the date of enlistment, and the yearly allowance according to the table of allowances in force at the date of separation from the service; if, however, the service includes a June 30 settlement date, that part of the yearly allowance applicable to the service terminating on June 30 will be determined according to the table of allowances in force on that date, and the remainder of the service by the table of allowances in force at the date of the separation from the service. He will be given no credit for clothing not drawn in kind unless the total value of the clothing charged to his account shall be less than the amount of credit accruing between date of enlistment and date of separation from the service. This will be determined by adding to the allowance due at the yearly rate the portion of the initial allowance corresponding to the number of months and days of service. Thus, if such soldier has had three months and three days' service the allowance to be credited from date of enlistment to date of separation from the service would be the sum of three times the monthly allowance, three times the daily allowance, three times the monthly share of the initial allowance, and three times the daily share of the initial allowance. No deduction will be made from the initial allowance because of unauthorized absence prior to the date of separation from the service. Should the clothing charged to the soldier amount to less than this sum, the difference will be due him; but the final account of such soldier shall show no indebtedness to the United States for clothing overdrawn unless the total amount charged for clothing shall exceed the entire initial allowance increased by the portion of the yearly allowance accruing between date of enlistment and date of separation from the service, in which case the excess shall be charged as due the United States for clothing overdrawn. When a soldier is separated from the service at any time after the expiration of the first six months of an enlistment, he will be credited in the settlement of his clothing account with the allowance accruing between date of last settlement and date of separation from the service as determined by the monthly and daily rates. When for the convenience of the Government a soldier is retained in the service after the

expiration of his term of enlistment, his clothing money allowance at the regular rate will be credited for the period of such retention.

1163. The balance due the soldier at date of settlement will be credited to him upon his clothing account. It will not be placed upon the pay rolls, but the final balance due at date of discharge will be entered in words and figures upon his final statements. (*C. A. R., No. 55.*)

1164. The clothing account of a soldier who deserts should be settled in full to date of desertion. The balance due to him or to the United States will be entered on the next pay roll after date of desertion. In determining this balance, where the desertion occurs within the first six months of enlistment, any clothing allowance which may have been previously credited will be disregarded and the allowance to be credited will be the portion of the initial and yearly allowances accruing from date of enlistment to date preceding date of desertion as indicated in paragraph 1162. Where the desertion occurs after the first six months of enlistment, the settlement to last regular settlement date, June 30 or December 31, will not be disturbed, and in settling the account to date of desertion additional credit will be given for the portion of the yearly allowance accruing from date of last settlement to date preceding date of desertion as shown by the monthly and daily rates.

1165. A soldier in desertion or absent without leave is entitled to clothing allowance from the date of his return to military control if such date is prior to the expiration of his term of enlistment; if subsequently thereto, no clothing allowance will be due him unless he is retained in the service, in which case he will be entitled to clothing allowance for his actual service in making good the time lost, which, under paragraph 130, commences with the date on which he is restored to a duty status. Should the term of enlistment expire while the soldier is in confinement awaiting trial or serving sentence, his clothing allowance ceases on date of expiration of term of service and will not again accrue until he is restored to a duty status. In the foregoing cases the amount due the soldier will be obtained from the tables then and subsequently in force. In the case of a soldier against whom a charge of desertion is sustained by action of a court-martial, or who is restored to duty without trial on admitted desertion, a new clothing account will be opened without reference to the account of the soldier at date of desertion, but no portion of the initial allowance will be credited. In the case of a soldier who is charged with desertion and the charge is not sustained by the action of a court-martial, or in whose case the charge is removed as having been erroneously made, the clothing settlement made at commencement of the unauthorized absence will be ignored and his clothing account will be adjusted by simply omitting any credit for the annual allowance, as distinguished from the initial allowance, for the period of unauthorized absence and for any period subsequent to the expiration of term of enlistment during which he may have been in confinement.

1166. Clothing allowance accruing to a soldier after return to the service from desertion will not be used to reduce the amount of the soldier's indebtedness at date of desertion; the full amount of the soldier's indebtedness must be charged on the roll, to be deducted by the quartermaster when he settles the soldier's account.

1167. Articles of band uniforms, including music pouches, that do not form part of the annual clothing allowance may be issued, but not charged, except in case of loss or damage.

These articles will remain the property of the United States, and be accounted for upon the returns of the accountable officer. (*C. A. R., No. 3.*)

1168. There will be issued to troops stationed in extremely cold regions, when the necessity for such issue is certified by the post commander, blanket-

lined overcoats, winter caps, winter gauntlets, and arctic overshoes, but only to men performing guard duty or other necessary outdoor duty when exposure to weather would jeopardize life or limb by freezing. These overcoats, winter caps, and winter gauntlets will not be charged to the enlisted men, but will remain the property of the United States. In case of loss or damage, except by fair wear and tear incident to the service, they will be charged to the enlisted men at regulation prices. The arctic overshoes, however, will in all cases be charged at regulation price.

1168½. Gratuitous issues of field clothing will be made to troops whose field service has been of such a nature as to make the usual clothing allowances insufficient. Gratuitous issues will be made only under the following conditions:

1. Requests for gratuitous issues will be made by organization commanders to the department commander through military channels. Intermediate commanders will recommend action in each case.

2. Requests for gratuitous issues will not be submitted unless the clothing allowances, accrued from the beginning of the enlistment period up to the time of the request, have been entirely exhausted.

3. Requests for gratuitous issues will be accompanied by a statement as to whether or not previous gratuitous issues have been made to the same individuals. If such have been made, full details will be given to include the time, place, and amount of previous gratuitous issues.

4. Department commanders will approve gratuitous issues only when the evidence submitted clearly indicates that unusually severe conditions of field service have made the ordinary clothing allowances insufficient, and that due economy has been exercised by those concerned.

5. On receipt of requisitions for gratuitous issues, approved under the preceding regulations by department commanders, field clothing will be issued without charge to enlisted men. (*C. A. R., No. 54.*)

1169. The Quartermaster Corps is authorized to pay from the appropriation for clothing and equipage a sum not to exceed $1.50 per month for the laundry work of each recruit who has no funds of his own at recruiting stations, recruit depots, and recruit depot posts. The expenditure will be charged on the clothing account of the recruit and so noted on his service record. (*C. A. R., No. 55.*)

1170. General prisoners will not be permitted to wear as an outer garment or have in their possession any clothing which is a distinctive article of the uniform worn by enlisted men. Commanding officers may order necessary issues of clothing to prisoners who have no clothing allowance from clothing specially provided for the purpose. The receipt of the officer in charge of the prisoners to whom the issues are made will be the quartermaster's voucher for such issue. The issue of articles of the uniform under this paragraph will be avoided if possible.

Upon the release of a general prisoner from confinement the Quartermaster Corps will issue to him a suit of citizens' outer clothing to consist of hat, or cap, coat, pair trousers, shirt, necktie, vest, collar, and overcoat (when required), cost not to exceed $10, but any articles of outer uniform clothing (other than shoes) issued to a general prisoner while in the service or during confinement will be regarded as the property of the United States and will not be taken away with him upon his release. (*C. A. R., No. 27.*)

1171. The issue to general prisoners employed at outdoor labor in severe weather at military posts of such overcoats, overshoes, and woolen mittens as, in the judgment of the post commander, may be necessary to prevent suffering is authorized.

1172. Gratuitous issues of clothing may be made, under the provisions of section 1298, Revised Statutes, to replace articles destroyed to prevent the spread of contagious diseases, upon the certificate of an officer that the clothing was so destroyed upon the recommendation of the medical officer named.

1173. Should it become necessary to issue new clothing for use in the burial of a deceased soldier, as in the case of a man who dies away from his proper command and under circumstances rendering such issues imperatively necessary, the expense of the issue will be borne by the United States, and the clothing will be dropped from the returns of the issuing officer on the orders of the commanding officer, which must recite the necessity for the issue.

1174. Officers of the Army, members of the Officers' Reserve Corps, contract surgeons, and veterinarians may purchase from the Quartermaster Corps such articles of uniform clothing, clothing materials, and equipage as they need, provided the property is available. They will certify that the articles are for their personal use. (*C. A. R., No. 49.*)

1174½. A post exchange may purchase, upon the certificate of the officer in charge that they are for sale only to enlisted men of his post in such quantities as are needed by them, the following articles of uniform clothing:

Belts, waist.
Chevrons (all kinds).
Cords:
  Hat.
  Tying, for service hats.
Laces (all kinds).
Leggings, canvas.
Ornaments, cap and collar.
Stockings.

Post commanders will regulate the purchase and resale of such articles. Selling (except by the post exchange) or bartering these articles purchased or drawn from the Quartermaster Corps is forbidden.

1175. Officers' servants will not be permitted to wear clothing intended for troops, except underclothing and shoes, which may be purchased in limited quantities, if available, upon the officer's certificate that they can not be otherwise obtained.

1176. Quartermasters are authorized to drop from their property accounts tent pins, and ax, pickax, and hatchet helves, upon officers' certificates that the articles have been worn out in service.

1177. Estimates for tableware and kitchen utensils will be prepared and submitted to proper authorities not later than 30 days in advance of the quarter for which required. They will be limited to such articles as, with those on hand at the time an estimate is submitted, shall not exceed in kind and quantity the mess outfit as announced in the general orders prescribed in paragraph 301. Special estimates may be made when necessary to meet emergencies, and in such cases the circumstances constituting the emergencies will be stated.

1178. Commanding officers of posts and of all organizations supplied with tableware and kitchen utensils will exercise a rigid supervision and economy in the care and preservation of all such articles, and any damaged, broken, destroyed, or lost through the carelessness of enlisted men will be charged against their pay, as explained in paragraph 686, and a "statement of charges" on the prescribed form will be filed as a voucher with the property account from which the articles are dropped. Loss through breakage of china and glass ware, not due to carelessness, may be replaced at public expense on proper requisition, provided it does not exceed 20 per cent per annum, or 5 per cent per quarter, of the total value of china and glass ware to which the mess is entitled (value to be determined by the prices given in the annual price list), and the articles so replaced will be destroyed and dropped from property accounts in the manner prescribed in paragraph 1176. Any excess of breakage

will be replaced only under extraordinary circumstances, or when values have been charged as herein provided, and requisitions calling for such excess must show clearly the circumstances or the fact that charge has been made. Estimates calling for articles other than china and glass ware must show the necessity for them, and if to replace articles lost or stolen, must be accompanied by the report of a surveying officer, unless values have been charged as hereinbefore directed.

1179. There will be furnished by the Quartermaster Corps to all duly authorized bands of the Army the following-named musical instruments, viz: Db piccolo, terz and concert flutes, Eb and Bb cornets, Eb and Bb trumpets, Eb and Bb clarinets, Eb altos, Bb trombones (valve or slide), Bb baritones, Eb, Bb, and BBb bassos, bass and snare drums; cymbols, triangles, music stands, and extra parts for the repair of the instruments; also batons with suitable cords and tassels for the use of drum majors of all dismounted bands. Mounted bands may be supplied with a pair of kettledrums in lieu of the bass and tenor drums, cymbals, and triangles, and also with altos, trombones, and bassos of helicon shape. A flügelhorn may be furnished in lieu of the Eb trumpet, a euphonium in lieu of one alto, one Eb alto saxophone and one Eb baritone saxophone in lieu of two cornets, and one tenor saxophone in lieu of any other authorized instrument; but under no circumstances will more than a complete instrumentation for the authorized number of musicians be supplied except to recruit bands. In making requisition for band instruments a statement showing the number and kind on hand and their condition should accompany the same. The commanding officer of the band will be responsible for all the property specified. When any instrument has become unserviceable it will be submitted to a surveying officer. A copy of his report will be forwarded to the department commander with a view to having the instrument repaired, if practicable, or otherwise disposed of. Instruments not worth the cost of repairs will be submitted for the action of an inspector. When an instrument needs minor repairs, involving only a slight expense, and the work can be done in a workmanlike manner in the vicinity of the post, it will not be necessary to submit the instrument to a surveying officer. Such repair may be secured upon the written order of the commanding officer. Requisitions for band instruments will be submitted to the designated supply depots through the department headquarters. (*C. A. R., Nos. 26 and 30.*)

1180. In addition to the B flat bugles with slings prescribed for field musicians in Equipment Tables, Quartermaster Supplies, published in War Department general orders, foot troops may use drums, or drums and fifes, if desired by regimental or district commanders. Bronze whistles with suitable chains will be furnished by the Quartermaster Corps for sale to officers at cost price and for issue to such sergeants, corporals, or musicians as are required to use them. The foregoing articles will conform to patterns in the office of the Quartermaster General and will be accounted for as equipage. (*C. A. R., Nos. 13 and 38.*)

1181. The allowance of corn brooms, scrubbing brushes, and mops will be as follows:

For each organization having an authorized maximum strength of 100 enlisted men or over, 9 brooms, 6 brushes, and 3 mops a month.

For each organization having an authorized strength of less than 100 enlisted men and over 60, 6 brooms, 4 brushes, and 2 mops a month.

For each organization having an authorized strength of 60 men or less, 4 brooms, 3 brushes, and 2 mops a month.

Three brooms and 2 brushes per annum for each non-commissioned officer entitled to a room as quarters and for each room occupied as quarters by

enlisted men, other than noncommissioned officers, entitled to a room as quarters.

Six brushes and 4 mops per annum to each post bakery.

Twelve brooms and 8 brushes per annum to each city recruiting station.

For cleaning casemates, storerooms, and loading rooms, 3 brooms a quarter.

To each troop of Cavalry for cleaning grain and saddle rooms, 3 brooms per quarter.

To each battery of Field Artillery for cleaning grain and saddle rooms and gun sheds, 9 brooms per quarter.

To each Cavalry and Field Artillery band (mounted) for cleaning grain and saddle rooms, 1 broom per quarter.

Commanding officers may, when necessary, order the issue of not to exceed 6 brooms and 6 mops per annum to each public office and building heated by the Government.

The necessity for and the fact of issue will in all cases be certified to by the officer commanding the organization or in charge of the office or building and be verified by the commanding officer.

The articles mentioned above will habitually be drawn quarterly but may be drawn when needed. If less than the maximum allowance be drawn in one quarter, credit can not be given in another quarter. (*C. A. R., No. 3.*)

1182. Commanding officers may, when necessary, order the issue of 4 cans of concentrated lye and 6 cakes of sapolio per month to each company, and one-half that quantity to each band, and the necessary quantity for buildings heated by the Government and not thus provided for. The use of concentrated lye upon the floors and woodwork in all modern barracks, kitchens excepted, is forbidden.

1183. The use of serviceable tents or other canvas for any purpose other than that for which such articles are furnished is prohibited, except in cases of emergency when necessary to protect public property. Any tent furnished for recreation purposes will be available for religious services by the chaplain on suitable occasions.

The prescribed allowance of tentage and equipage will habitually be kept in the hands of the organizations to which it is issued.

After use, and before being put away, tentage and equipage will be thoroughly aired, dried, and put in serviceable condition, so as to be ready for immediate use when again required. (*C. A. R., No. 23.*)

TELEGRAPHING.

1184. The telegraph and cable will be used only in cases of urgent and imperative necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interests. Day telegrams will not be sent when night telegrams would serve the purpose, consideration being given to the difference between eastern time and that of the zone to which the message is sent. Except in cases of great urgency, night telegrams will not be sent when the delivery can be made by mail the following morning. Night telegrams will be plainly indicated by the words "Night telegram" stamped thereon. Wherever practicable the consolidation into one message of several telegrams to be sent to a single officer in course of a day's business should be effected.

1185. The War Department Telegraph Code and all instructions relating thereto are issued by The Adjutant General of the Army.

The War Department Telegraph Code will be guarded with the greatest care and will never be out of the immediate possession or control of the officer to whom issued or his confidential agent. Care will be taken to prevent theft,

loss, use, or inspection, except by those whose duties require them to employ the code. Special pains will be taken to prevent the code from falling into the hands of unauthorized persons or of the enemy.

When issued, receipt of the code will be acknowledged by the officer to whom it is issued directly to The Adjutant General of the Army. All officers having the code in their possession will render a semiannual return therefor on January 1 and July 1 of each year in the form of a letter to The Adjutant General of the Army.

When the code is transferred from one officer to another, the officer to whom it is transferred will receipt in duplicate for the same to the officer making the transfer. Immediately upon the completion of the transfer the officer to whom it is transferred will notify The Adjutant General of the Army of the fact, and the officer making the transfer will forward the duplicate copy of the receipt to The Adjutant General of the Army. When military necessity causes it to be destroyed, it should be burned leaf by leaf. (*C. A. R., No. 40.*)

1186. Government blanks will be used when practicable in sending official telegrams by those in the service of the War Department authorized to send such telegrams, except in the Engineer Department, on river and harbor, or other civil business, and will be marked "Government paid"; in no case "Government collect." Commercial blanks, if used officially, should also be marked "Government paid." Accounts for telegrams on military business prepared on the prescribed form in the name of the telegraph company rendering the service, and accompanied by the original telegrams, will be paid by the Quartermaster Corps, with the following exceptions:

1. Accounts for reimbursement of amounts paid by officers for telegraphic service, which will be prepared upon prescribed forms.

2. Accounts for telegrams on public business of a confidential nature when in the opinion of the officer receiving or sending them it is improper that copies should accompany the accounts, or where copies can not be procured. When it is questionable whether the telegrams are on official business or that the telegraph should have been used, such accounts will be accompanied by full explanations from the officer who sends or receives the telegrams.

The accounts excepted in this paragraph except in the Engineer Department, on river and harbor, or other civil business, will be forwarded to the Quartermaster General for settlement.

In settling accounts for telegrams which pass over the lines of more than one company (bond-aided excepted), payment may be made on the original telegram to the initial company for the entire service. (*C. A. R., No. 3.*)

1187. Telegrams making application for leave of absence or extension of leave, or of inquiry whether leave has been granted, and the replies made thereto by telegraph, will not be sent or paid for as public dispatches.

1188. In framing telegrams and cablegrams all words not important to the sense will be omitted, addresses condensed, and the official title of the sender omitted or reduced to the minimum, thus bringing the message, so far as practicable, within the limit of 20 words. The last name of the officer addressed, or his title, and the last name of the sender are generally sufficient. Expressions such as "The Secretary of War directs," "By order of the Secretary of War," or "Reference your telegram of the —— instant," and kindred expressions will be omitted. Telegrams sent within the limits of the United States, except those of an extremely confidential character, need not be coded or enciphered.

1189. All telegraph accounts pertaining to the War Department, except as may be otherwise directed, originating in the United States, which are payable

from funds of the Quartermaster Corps, will be paid in Washington, D. C., under the instructions of the Quartermaster General. (*C. A. R., No. 10.*)

1190. Blank forms for official telegrams will be furnished by the Quartermaster General. (*C. A. R., No. 10.*)

1191. Nothing is required of officers sending telegrams beyond the delivery of the message to the company. The proper quartermaster will receive from telegraph companies their accounts, with proofs of service (which should be original telegrams whenever practicable), and will prepare and certify vouchers for the same and pay them, or forward them for settlement, as is required in paragraph 1186. Information desired by telegraph companies in regard to military business will be obtained from the Quartermaster Corps.

1192. When telegrams are sent "collect" by private individuals, the nature of the telegrams should govern the action of the disbursing quartermaster. If strictly on Government business, payment will be made by the United States.

1193. Whenever special delivery is necessary to expedite the delivery of an official telegram, or where the place of delivery is located beyond the established free-delivery limits, the officer filing the telegram for transmission should mark it "special-delivery charges paid." The special-delivery charges, which should be included in the bill of the telegraph company for the transmission of the telegram, will be paid by the quartermaster designated to pay the telegraph accounts in the department in which the telegram originated.

If the addressee lives at such a distance from the telegraph office as to make the special-delivery charges excessive, and the delay will not be of a serious nature, the telegram should be marked: "By mail from ———," indicating the name of the telegraph office from which the telegram should be mailed.

TELEPHONING.

1194. Where telephoning is practicable, accounts for the same may be paid from the appropriation for the payment of telegraphic service.

SUBSISTENCE STORES IN BULK.

1195. Subsistence stores consist of articles composing the ration, those for other authorized issues, and those furnished for sale to officers and enlisted men.

1196. Stores longest on hand, if in fit condition, will be first issued, sold, or shipped.

1197. Subsistence stores in good condition, but not required for use, will be disposed of under the direction of the Quartermaster General. In urgent cases, such as sudden abandonment of a post, liability to rapid deterioration, etc., they may be sold, or otherwise properly disposed of, on the recommendation of an inspecting officer, approved by a commanding general. (*C. A. R., No. 10.*)

1198. Subsistence stores will not be transferred gratuitously to another staff department, nor obtained, issued, sold, or otherwise disposed of except as authorized by regulations.

1199. Coal oil, gunpowder, quicklime, or other articles of like dangerous nature will not be kept in or near storehouses containing other public property.

FRESH MEATS.

1200. Fresh meats from the block will usually be provided for troops by contract. Beef cattle will ordinarily be purchased only when necessary for supplying beef to troops in campaign or on the march.

BAKERIES.

1201. Bakeries are operated by the Quartermaster Corps under the direction of the quartermaster. All accounts and supplies pertaining to the bakery are reported on the account current and the return of subsistence stores of the quartermaster. Bread is sold at cost price in the same manner and subject to the same regulations as are other articles of subsistence stores.

At posts or stations where a bakery is operated by the Quartermaster Corps the baking of bread by companies is prohibited. Enlisted men and others entitled to a ration who are allowed to mess separately from companies or organizations are not required to purchase bread from the Quartermaster.

Cost price.—The cost price of bread is determined in the following manner on the form provided for the purpose.

The cost of all flour and other ingredients used in the preparation of the bread baked as shown on the last day of the month, increased by the cost of power used in operating the bread-baking machinery, is divided by the total number of pounds of bread baked, and the result is the cost of 1 pound of bread.

When the baking of bread is commenced for the first time at any post or station by the Quartermaster Corps the price of 1 pound of bread is fixed until the close of the month at the price of 1 pound of flour, provided, however, that the price of bread for the succeeding month is fixed at the cost price of that baked in the preceding month and determined on the last day thereof.

Facilities for baking.—At all permanent posts a suitable building for baking bread, and in the field the tentage prescribed for the purpose, is provided by the Quartermaster Corps. Bake ovens and apparatus appertaining to the baking of bread are also provided by the Quartermaster Corps.

Personnel.—The necessary number of bakers, assistant bakers, and baker apprentices or laborers, not in excess of the numbers given in the following table, is furnished by the Quartermaster Corps.

Average daily production of bread (pounds).	Bakers.	Assistant bakers.	Baker apprentices (or laborers).
300 or less	1	.....	1
300 to 500	1	.....	1
500 to 1,000	1	1	1
1,000 to 1,500	1	2	1
1,500 to 2,000	1	2	2
2,000 to 2,500	2	2	2
2,500 to 3,000	2	2	3
3,000 to 3,500	2	2	4

When the daily production is in excess of 3,500 pounds the number of bakers, assistant bakers, and baker apprentices or laborers is fixed by the Chief of the Quartermaster Corps, according to the necessities of the case. (*C. A. R., No. 4.*)

THE RATION.

1202. A ration is the allowance for the subsistence of one person for one day. The garrison ration is intended for troops in garrison, and, in time of peace, for troops in maneuver camps; the ration to be issued to troops on the march in time of peace will be prescribed by the commander, and will not exceed the allowances prescribed for the garrison ration; the travel ration is for troops traveling otherwise than by marching and separated from cooking facilities; the reserve ration is carried on the person of the men and in the

trains, and constitutes the reserve for field service; the field ration is the ration prescribed in orders by the commander of the field forces; the Filipino ration is for use of the Philippine Scouts; and the emergency ration for troops in active campaign for use on occasions of emergency or in the field for purposes of instruction.

In time of war when Philippine Scouts are serving in the field they will be subsisted the same as are regular troops. When impracticable for Philippine Scouts to use the Filipino ration while traveling otherwise than by marching, on account of the lack of cooking facilities or for other reasons, the travel ration may be prescribed. (*C. A. R., No. 8.*)

1203. Enlisted men, applicants for enlistment while held under observation, prisoners of war, military prisoners at posts, hospital matrons, and nurses in the Nurse Corps are each entitled to one ration a day, according to the station or the nature of the service; and when the rate of pay of a civilian employed with the Army does not exceed $60 a month, if the circumstances of his service make it necessary and the terms of his engagement provide for it, there may be allowed him one ration a day, according to the exigencies of the case. Civilian employees traveling with organizations of troops will be rationed as are the organizations.

Members of the Regular Army Reserve, while at place of annual field training and when mobilized in the event of actual or threatened hostilities, shall be allowed one ration a day, based on the allowances as fixed by orders and regulations for troops of the Army. (*C. A. R., No. 51.*)

1204. Rations will be furnished to officers and men of the Marine Corps and to officers and seamen of the Navy when acting, or proceeding to act, in cooperation with the land forces of the United States, in conformity to the requirements of section 1143 of the Revised Statutes.

1205. The kinds and quantities of the component articles of the Army ration and the substitutive equivalent articles which may be issued in place of such components shall be as follows:

1. GARRISON RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh	20 ounces	Mutton, fresh	20 ounces.
		Bacon[1]	12 ounces.
		Canned meat, when impracticable to furnish fresh meat.	16 ounces.
		Hash, corned beef, when impracticable to furnish fresh meat.	16 ounces.
		Fish, dried	14 ounces.
		Fish, pickled	18 ounces.
		Fish, canned	16 ounces.
		Turkey, dressed, drawn, on Thanksgiving Day and Christmas, when practicable.	16 ounces.
Flour	18 ounces	Soft bread	18 ounces.
		Hard bread, to be ordered issued only when the interests of the Government so require.	16 ounces.
		Corn meal	20 ounces.
Baking powder	0.08 ounce		
Beans	2.4 ounces	Rice	1.6 ounces.
		Hominy	1.6 ounces.
Potatoes[2]	20 ounces	Potatoes, canned	15 ounces.
		Onions, in lieu of an equal quantity of potatoes, but not exceeding 20 per cent of total issue.	
		Tomatoes, canned, in lieu of an equal quantity of potatoes, but not exceeding 20 per cent of total issue.	
		Other fresh vegetables (not canned) when they can be obtained in the vicinity or transported in a wholesome condition from a distance, in lieu of an equal quantity of potatoes, but not exceeding 30 per cent of total issue.	

[1] In Alaska, 16 ounces bacon, or, when desired, 16 ounces salt pork, or 22 ounces salt beef.

[2] In Alaska the allowance of fresh vegetables will be 24 ounces instead of 20 ounces, or canned potatoes, 18 ounces instead of 15 ounces.

1. GARRISON RATION—continued.

Component articles and quantities.		Substitutive articles and quantities.	
Prunes	1.28 ounces.	Apples, dried or evaporated	1.28 ounces.
		Peaches, dried or evaporated	1.28 ounces.
		Jam, in lieu of an equal quantity of prunes, but not exceeding 50 per cent of total issue.	
Coffee, roasted and ground	1.12 ounces.	Coffee, roasted, not ground	1.12 ounces.
		Coffee, green	1.4 ounces.
		Tea, black or green	0.32 ounce.
Sugar	3.2 ounces.		
Milk, evaporated, unsweetened	0.5 ounce.		
Vinegar	0.16 gill	Pickles, cucumber, in lieu of an equal quantity of vinegar, but not exceeding 50 per cent of total issue.	
Salt	0.64 ounce.		
Pepper, black	0.04 ounce.		
Cinnamon	0.014 ounce.	Cloves	0.014 ounce.
		Ginger	0.014 ounce.
		Nutmeg	0.014 ounce.
Lard	0.64 ounce.	Lard substitute	0.64 ounce.
Butter	0.5 ounce.	Oleomargarine	0.5 ounce.
Sirup	0.32 gill		
Flavoring extract, lemon	0.014 ounce.	Vanilla	0.014 ounce.

NOTE.—Food for troops traveling on United States Army transports will be prepared from the articles of subsistence stores which compose the ration for troops in garrison, varied by the substitution of other articles of authorized subsistence stores, the total daily cost per man of the food consumed not to exceed 20 per cent more than the current cost of the garrison ration, except on Thanksgiving Day and Christmas; when 60 per cent increase over the same current cost is authorized.

2. TRAVEL RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Soft bread	18 ounces.	Hard bread	16 ounces.
Beef, corned	12 ounces.	Hash, corned beef	12 ounces.
Beans, baked	4 ounces.		
Tomatoes, canned	8 ounces.		
Jam	1.4 ounces.		
Coffee, roasted and ground	1.12 ounces.		
Sugar	2.4 ounces.		
Milk, evaporated, unsweetened.	0.5 ounce.		

3. RESERVE RATION.

Component articles and quantities.		Substitutive articles and quantities.
Bacon	12 ounces.	
or meat canned	16 ounces.	
Hard bread	16 ounces.	
Coffee, roasted and ground	1.12 ounces.	
Sugar	2.4 ounces.	
Salt	0.16 ounce.	

One day in each alternate month of the season of practical instruction, not exceeding three days in each year, the use of the reserve ration with individual cooking will be required by all troops in the field for purposes of instruction.

4. FIELD RATION.

The field ration is the ration prescribed in orders by the commander of the field forces. It consists of the reserve ration in whole or in part, supplemented by articles of food requisitioned or purchased locally, or shipped from the rear, provided such supplements or substitutes correspond generally with the component articles or substitutive equivalents of the garrison ration.

5. FILIPINO RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh	12 ounces.	Bacon	8 ounces.
		Canned meat	8 ounces.
		Fish, canned	12 ounces.
		Fish, fresh	12 ounces.
Flour	8 ounces.	Hard bread	8 ounces.
		Soft bread	8 ounces.
Baking powder, when in field and ovens are not available.	0.32 ounce.		
Rice, unpolished	20 ounces.		
Potatoes	8 ounces.	Onions	8 ounces.
Coffee, roasted and ground	1 ounce.		
Sugar	2 ounces.		
Vinegar	0.08 gill.		
Salt	0.64 ounce.		
Pepper, black	0.02 ounce.		

Scout organizations will be required to use the entire allowance of the meat component, and not more than 16 ounces of rice per day to be used for each ration. The purchase of 1.6 ounces of beans per ration in substitution of the portion of the rice ration not drawn will be made, and use of as large an extent as possible of native products, such as camotes, mongos, and squash will be required.

6. EMERGENCY RATION.

The emergency ration is furnished, in addition to the regular ration, as required for troops on active campaign or in the field for purposes of instruction, and will not be opened except by order of an officer or in extremity, nor used when regular rations are obtainable.

Ration returns upon which emergency rations are drawn will bear the certificate of the organization commander that such rations are required for the enlisted men of his organization and that the money value of any rations previously drawn by him, and improperly opened or lost, has been charged against the person responsible.

Company and detachment commanders are responsible for the proper care and use of emergency rations carried on the person of the soldier. (*C. A. R., No. 8.*)

1206. When it is contemplated to grow vegetables in a post garden, the post quartermaster, with the approval of the post commander, will notify the department quartermaster of the period during which the post garden may be relied upon to supply vegetables, and that period will be excepted from the operation of any contract that may be made for supplying vegetables to the post.

1207. In adjusting charges to be made against enlisted men or others on account of increased expense to the Government for their subsistence, the value of the garrison ration will be estimated at 30 cents, the Filipino ration at 20 cents, and the travel ration at 40 cents. (*C. A. R., No. 42.*)

LIQUID COFFEE.

1208. When an enlisted man or an applicant for enlistment, supplied with cooked or travel rations, travels unaccompanied by an officer, and it is impracticable to cook coffee en route, he may be supplied with funds for the purchase of liquid coffee in lieu of the coffee, milk, and sugar components of the travel ration, at the rate of 21 cents a day for the number of days that the travel is expected to cover, to be paid to each man on the order of the commanding officer who directs the journey, a copy of the order being filed with the voucher on

which payment is made. When an enlisted man or an applicant for enlistment, supplied with cooked or travel rations, travels under the command of an officer, and it is impracticable to cook coffee en route, funds at the rate of 21 cents a day for a similar purpose may be transferred to the officer to be disbursed and accounted for. At the end of the journey all money in excess of 21 cents a day for each man for the actual number of days traveled will be transferred to the nearest quartermaster. Should any part of the 21 cents a day for the actual number of days traveled be unexpended it will be transferred to company commanders pro rata, to be taken up by them as part of the company fund. When recruits en route to different organizations or corps serving at over-sea stations arrive at a recruit depot, however, the unexpended funds will be transferred to the mess officer and taken up by him as part of the mess fund. (*C. A. R., No. 53.*)

RATION RETURNS AND ACCOUNTS.

1209. Ration returns for troops and applicants for enlistment while held under observation will be signed by the immediate commanders of the organizations, and approved by the commanding officer. After approval they will be presented at the quartermaster's office for action. Single ration returns will be submitted for organizations, including persons permitted to mess separately, and will embrace all persons actually present. Individual "Ration and savings accounts" will not be opened for enlisted men or civilian employees permitted to mess separately. Company and detachment commanders will personally verify the additions and deductions of rations on the returns on account of men joining and leaving during the ration periods immediately preceding, and the proper authority before approving such returns will cause them to be verified.

In the field, during active operations, company officers, upon request, will be included by name on the ration returns of the organization to which they belong; field and staff officers who do not belong to organizations having messes, upon request, will be included by name on the ration returns of such organizations as may be designated by their commanding officer; the cost of the rations so obtained will be charged against the officers concerned. (*C. A. R., No. 34.*)

1210. The ration for the enlisted men of the Medical Department, hospital matrons, and others attached entitled to rations will be the same as that for the troops with which they serve. Their ration returns will be signed by the medical officer in charge and approved by the commanding officer. (*C. A. R., No. 55.*)

1211. The ration for civilians employed with the Army will be the same as that for the troops with which they serve. Their ration returns will be signed by the officers in charge of the employees and approved by the commanding officer.

1212. While sick in hospital, the ration of enlisted men, of applicants for enlistment, and of general prisoners will be commuted at the rate of 30 cents a ration, except that at the General Hospital at Fort Bayard, N. Mex., commutation at the rate of 50 cents a ration, and at other general hospitals 40 cents a ration, is authorized for enlisted patients therein; the ration of members of the Nurse Corps while on duty in hospital will be commuted at the rate of 40 cents a ration. The commutation herein referred to will be paid to the surgeon in charge by the post quartermaster or such officer of the Quartermaster Corps as may be designated.

1213. When any considerable detachment of enlisted men leaves a post or command, the detachment commander will be furnished by the quartermaster

with a ration certificate giving the number of men and the organization to which they belong, and setting forth the date to which, and by whom, their ration and savings account has been settled, which certificate will be presented to the commanding officer at the station where rations are next furnished. Civilian employees entitled to rations are, when detached, furnished with ration certificates.

1214. When a person entitled to rations leaves an organization the rations allowed for him for any period beyond the date of his leaving and not taken with him will be deducted on the next ration return of the organization.

EXTRA ISSUES.

1215. The following issues are authorized when necessary for the public service and, with the exception that vinegar and rock salt for public animals will be included in requisitions for forage, will be made on ration returns approved by the commanding officer, who will determine what quantities, within the limits prescribed below, shall be issued.

1. Soap:
   To organizations of enlisted men—
   For each ration, 0.64 ounce.
   For use in bakeries, and for use of prisoners in guardhouses and military prisons—
   Such quantities as the commanding officer may order as necessary.
   For each ration issued to troops in the field, in active campaign only, in addition to the foregoing, 0.25 ounce hand soap to be issued in ounce cakes.
2. Candles, when other illuminants are not furnished by the Quartermaster Corps:
   To organizations of enlisted men—
   For each ration, except the Filipino ration, 0.24 ounce. In Alaska, 0.32 ounce.
   For each Filipino ration, 0.12 ounce.
   To headquarters in the field of organizations larger than a company, to hospitals, bakeries, depots of supply, guards, and telegraph stations—
   Such quantities as the commanding officer may order as necessary.
3. Lantern candles:
   For use in lanterns furnished to the Army by the Government and used in the public service—
   Such quantities as the commanding officer may order as necessary.
4. Matches:
   For lighting fires and lights, for which fuel and the illuminating supplies are issued—
   Such quantities as the commanding officer may order as necessary.
5. Toilet paper:
   For use of enlisted men stationed at military posts, camps, and rendezvous provided with modern water-closets, with sewer connections, or where sanitary conditions require its use.
   To organizations of enlisted men—
   One package or roll of 1,000 sheets for every 60 rations.
   For use in water-closets of offices, post gymnasiums, guardhouses, bakeries, and post exchanges—
   Such quantities as the commanding officer may order as necessary.

6. Salt, rock:

For each public animal, a day, 0.8 ounce.

7. Vinegar:

For each public animal, a day, 0.1 gill.

8. Flour:

For paste used in target practice—

For each troop or company, 50 pounds, and for each battery of field artillery, 100 pounds during the practice season.

9. Towels, huck:

For use in the offices of regimental headquarters when adjuncts of post headquarters, and in the offices of post and coast defense staff officers, in bakeries, and in offices of department and depot quartermasters, when the necessity for the issue is certified to by the commanding officer—

For each person whose employment therein is authorized, not to exceed two towels a year.

10. Ice:

To organizations of enlisted men, when practicable—

For each ration, 4 pounds, the maximum allowance to any organization or detachment of less than 100 men to be 100 pounds a day, and to organizations of 100 men or more to be 1 pound a day for each man.

To troops stationed north of the thirty-seventh parallel of north latitude and where from any cause it is impracticable to cut and store ice for their use, the allowance will be for seven months only, beginning April 1 and ending October 31, except in the States of Washington, Oregon, and Idaho, where during the remainder of the year one-half of such allowance may be issued, and in the State of California, where the full allowance may be issued for the entire year.

To troops stationed south of the thirty-seventh parallel of north latitude the full allowance may be issued for the entire year.

At posts where it is practicable during the cold season to cut and store ice required, no issues of ice will be allowed from funds of the Quartermaster Corps as long as such stored ice is available.

For the preservation of subsistence stores—

Such quantities as the commanding officer may order as necessary.

When ice plants are in operation the issue of ice therefrom will be made upon requisition approved by the commanding officer and not supplied by purchase.

11. Housewives:

To each squad annually, when the necessity for the issue is certified by the commanding officer, for service in the field, 1 housewife.

Department commanders are authorized to increase or decrease, without reference to the War Department, but with due regard to the interests of the service and existing law, the various allowances specified in this paragraph.

Whenever such action is taken the department quartermaster will be informed thereof and will submit a copy of the authority directly to the Quartermaster General. When issues are made under the increased or decreased allowances herein referred to, the issuing quartermaster will note on his return the letter of authority for the issue, but a copy of the authority will not be required with the return. (*C. A. R., Nos. 12, 17, 35, and 41.*)

1216. Such of the following-named articles as may be necessary, not to exceed in value 50 cents a month for each general prisoner confined at a military post or in the United States Disciplinary Barracks or a branch thereof

without pay or allowances, will be issued by quartermasters on the 15th day of each month to the officer in charge of prisoners, viz:

Beeswax.	Handkerchiefs, cotton, blue.	Scissors.
Brooms, whisk.	Mugs, shaving.	Shoestrings, linen.
Brushes, hair.	Needles.	Soap, shaving.
Brushes, shaving.	Polish, shoe.	Soap, toilet.
Brushes, shoe.	Powder, tooth.	Thread.
Brushes, tooth.	Razors.	Toweling, unbleached.
Buttons, bone.	Razor strops.	
Combs, medium.		

Requisitions for these articles will set forth the number of general prisoners present at the post and must be approved by the post commander. The receipt of the officer in charge will be the quartermaster's voucher for dropping the articles from his property account. No articles issued under this paragraph, except toothbrushes, tooth powder, combs, one needle, one towel, toilet soap, buttons, shoestrings, handkerchiefs, and thread, will be carried away by general prisoners when transferred or discharged. Towels used by general prisoners will be laundered by those who use them. When specially authorized by the Secretary of War, the Quartermaster Corps will supply to posts where 30 or more general prisoners are confined a sewing machine and other necessary tailors' utensils for use in mending their clothing.

When necessary, similar issues, in value not to exceed 50 cents per man per month, may be made, on requisitions approved by the post commander, to other prisoners without funds; the value of the articles so issued to be charged on the descriptive lists of such prisoners.

Articles issued in pursuance of this paragraph will not be accounted for on property accounts by officers receiving them, but will be continued in use until worn out. (*C. A. R., Nos. 23 and 43.*)

1217. The following-named articles will be issued gratuitously to each recruit upon his first enlistment at a recruiting depot or upon his arrival at his permanent station:

One razor.	One brush, shoe.	Two towels, huckaback.
One brush, shaving.	One broom, whisk.	One package polish, shoe, russett.
One brush, hair.	One brush, tooth.	One cake soap, toilet.
One comb, medium.	One housewife.	

These articles will be issued by the quartermaster on requisitions submitted by the company commander and approved by the post commander ,and when the issue has been made that fact will be entered upon the service record. The receipt of the company commander will be the quartermaster's voucher for dropping the articles from his property account. (*C. A. R., No. 55.*)

1218. A recruiting officer stationed elsewhere than at a military post is authorized to purchase such of the following-named articles as may be necessary for the use of applicants for enlistment, while held under observation at a recruiting station or a station subsidiary thereto, at an expense not exceeding 70 cents a month for each station:

Brooms, whisk.	Combs, medium.	Towels, huckaback.
Brushes, blacking.	Polish, shoe, russet.	Soap, laundry, white, floating.
Brushes, hair.	Toilet paper.	

If the recruiting officer is supplied with funds under proper appropriation he will pay the vouchers. If not supplied with funds, he will send the duly

certified vouchers for payment to the officer of the Quartermaster Corps designated to settle his accounts.

At a recruiting station at a military post such of the above-named articles as may be necessary for use exclusively by applicants for enlistment while held under observation, and newly enlisted men awaiting transfer to permanent stations, will be issued to the recruiting officer at the post by the quartermaster upon requisition, approved by the commanding officer, at an expense not exceeding 70 cents a month for each station. The receipt of the recruiting officer will be the quartermaster's voucher for dropping the articles from his return.

Articles issued in pursuance of this paragraph will be accounted for on property accounts by officers receiving them. Shoe polish, toilet paper, and laundry soap will be expended when issued. The remaining articles will be continued in use until worn out by fair wear and tear in the public service, when they will be dropped upon the certificate of the accountable officer. The towels will be laundered at the expense of the Quartermaster Corps. (*C. A. R., No. 2.*)

ISSUES OF SUBSISTENCE STORES.

1219. Subsistence will not be issued to destitute persons except when the commanding officer assumes the responsibility of ordering the issue to relieve starvation or extreme suffering. In such cases the circumstances will be fully stated in a written order, specifying the articles and quantities to be issued. This order, bearing a certificate of an officer that the stores have been issued, will be filed by the quartermaster, with his return of subsistence stores as his authority for dropping them.

1220. All articles of the garrison, travel, or Filipino ration due a company, or other organization, will be retained by the quartermaster and credit given to the organization for the money value of these articles at the current price of the articles; and the quartermaster will pay as savings to the organization commanders any excess in value of the stores so retained over those purchased by the organization. Such savings shall be used solely for the purchase of articles of food.

When on the march in time of peace, a daily issue of rations will be made in the manner prescribed in the Field Service Regulations for time of war. The ration to be issued to troops on the march in time of peace will be prescribed by the commander, and will not exceed the allowances prescribed for the garrison ration.

In time of peace the ration savings privilege will be suspended for troops on the march, except that when so ordered by the commander, the savings privilege will be allowed on certain specified articles of the ration.

Upon arrival of troops at mobilization or concentration camps the ration savings privilege will be suspended and entirely replaced by issue of rations in kind. This same restriction also applies during the period of field operations.

The commanding officer will designate the periods for which ration returns are to be submitted. Immediately upon the receipt of a ration return by the quartermaster, duly signed and approved, he will enter it, together with the actual cost of the ration as computed on the back of the ration and savings account. The stores required will be purchased from the quartermaster on charge sales slips, in the name of the organization, against their credit shown on the account. At the end of the month, or whenever necessary, the organization commander will settle the account with the quartermaster, when the sav-

ings due the organization, or the amount due the quartermaster, as the case may be, will be paid and the account certified as required.

All articles of the ration required for the supply of troops will be obtained from the quartermaster when on hand, but if any article be not in stock, a temporary supply may be purchased elsewhere.

When necessary to renew reserve rations, or to avoid loss of ration articles that have accumulated, the quartermaster will report the facts to the commanding general or the commanding officer, as the case may be, who, if he considers it necessary to prevent loss, will give in writing the necessary orders looking to the issue of such supplies to troops. Such issues will not exceed the ration allowance, and will be continued until the surplus is exhausted, or until such other action as may seem advisable can be taken to protect the interest of the Government. (*C. A. R., No. 8.*)

1221. On the first of each month, or whenever necessary, the quartermaster will compute on the back of the ration and savings account the actual cost of the ration in use at his post at the following rates:

Garrison ration.

	Per cent.
Beef, fresh	70
Bacon, issue	30
Flour, issue	100
Baking powder	100
Beans	50
Rice	50
Potatoes, fresh	70
Onions, fresh	20
Tomatoes, canned	10
Prunes	30
Jam	50
Apples, evaporated	10
Peaches, evaporated	10
Coffee, roasted and ground	100
Sugar	100
Milk, evaporated, unsweetened	100
Vinegar	50
Pickles, cucumber	50
Salt	100
Pepper, black	100
Cinnamon	100
Lard	50
Lard substitute	50
Butter	50
Oleomargarine	50
Sirup	100
Flavoring extract, lemon	100

For Thanksgiving Day or Christmas, when turkey costs more than the regular meat ration, the proper allowance will be made on the ration and savings account by adding to the amount due the organization the product of the number of men present on the holiday multiplied by the excess cost of turkey over the regular meat ration. Should a ration of turkey cost less than the regular meat ration the proper deduction will be made.

Travel ration.

	Per cent.
Soft bread or hard bread	100
Beef, corned or hash, C. B	100
Beans, baked	100
Tomatoes, canned	100
Jam	100
Coffee, roasted and ground [1]	100
Sugar [1]	100
Milk, evaporated, unsweetened [1]	100

Filipino ration.

	Per cent.
Beef, fresh	70
Bacon, issue	20
Fish	10
Or—	
Canned meat	70
Bacon, issue	20
Fish	10
Flour, or hard bread, or soft bread	100
Baking powder, when ovens are not available	100
Rice, unpolished	100
Potatoes	80
Onions	20
Coffee, roasted and ground	100
Sugar	100
Vinegar	100
Salt	100
Pepper, black	100

When reserve rations or surplus ration articles are ordered used under paragraph 1220, any excess cost of such articles over that of the articles ordinarily used in computing the cost of the ration will be credited to the organization on the ration and savings account. Should any article so ordered be cheaper than that ordinarily used, a corresponding deduction will be made from the organization's credit. The manner of ascertaining the amount of the credit or deduction will be shown on the back of the ration and savings account, to which the order of the commanding officer directing the issue will be attached.

1222. If ration and savings accounts are not paid by a quartermaster in the month during which they accumulated, the proper organization will be furnished with an extract of the account showing the amount due, which voucher, duly certified by the quartermaster and approved by the commanding officer, will be presented for payment to any quartermaster having funds for the purpose.

COMMUTATION OF RATIONS.

1223. Commutation of rations may be allowed at the following rates, under the conditions mentioned, viz:

[1] When 21 cents coffee money is paid, the coffee, sugar, and milk components will not be included when computing the travel ration.

Commutation of rations.

Conditions.	Rate per day each.	
	Enlisted men and nurses.	Philippine Scouts.
1. To enlisted men, Philippine Scouts, male or female nurses on the expiration of their furloughs or leaves, provided that on or before the last day thereof they have reported at their proper stations or have been discharged	$0.30	$0.30
2. To ordnance sergeants, quartermaster sergeants, senior grade, and quartermaster sergeants, Quartermaster Corps (and enlisted men acting as such) on duty at forts and stations where there are no other troops	1.00	.....
3. To an enlisted man, a Philippine Scout, or a male or female nurse on detached duty, stationed in a city or town where subsistence is not furnished by the Government; to sergeants detailed for duty with the National Guard, and for duty with disciplinary organizations; to enlisted men detailed for duty at institutions where one or more units of the Reserve Officers' Training Corps are maintained, or at schools or colleges pursuant to section 56, act of Congress approved June 3, 1916, stationed in a city or town where subsistence is not furnished by the Government	1.00	.50
4. To an enlisted man or a Philippine Scout traveling under orders from a place or station at which his rations have been regularly commuted	1.50	.75
5. To an enlisted man or a Philippine Scout traveling under orders alone, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey); to members of the Regular Army Reserve upon being summoned for field training and when mobilized by the President and reporting for duty, while traveling from their homes to the places where ordered to report for duty; to members of the Reserve Officers' Training Corps while traveling, except by organization, to and from camps of instruction; and to members of the Enlisted Reserve Corps when ordered into active service, while traveling, except by organization, to and from the place to which ordered	1.50	.75
6. To two enlisted men or Philippine Scouts traveling under orders as a detachment, or traveling under orders as a guard to an insane patient or military prisoner, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), each	1.50	.75
7. To an insane patient or military prisoner traveling under orders under guard of one or two enlisted men or Philippine Scouts, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order directing the journey), to be paid on the order of the commanding officer in advance to, and to be receipted for by, the person to whose charge the patient or military prisoner is committed by the order	1.50	.75
To enlisted men or Philippine Scouts selected to contest for places or prizes in department or Army rifle competitions, while traveling under orders to and from places of contest, when the journey can not be performed in 24 hours and it is impracticable to carry rations of any kind (which fact must be stated in the order), each	1.50	.75

(*C. A. R., Nos. 42, 51, and 52.*)

1224. Applicants for enlistment and recruits forwarded from recruiting stations, recruiting depots, or other military posts will be furnished the following allowances for subsistence while traveling, viz:

When 1 or 2 men are forwarded.	When more than 2 men are forwarded.
For a journey of 24 hours or less.	*For a journey of 24 hours or less.*
Travel rations, or cooked rations, to be obtained from the contractor for meals or from the company or general mess.	For a detachment of 3 or more men: Travel rations (or, if not available, cooked rations, to be obtained from the contractor for meals or from the company or general mess).
For a journey of more than 24 hours.	*For a journey of more than 24 hours.*
Commutation of rations at not exceeding 50 cents a meal ($1.50 a day) for each man.	For a detachment of 3 or more men: Travel rations if available, or, if not available, commutation of rations at not exceeding 50 cents a meal ($1.50 a day) for each man.

1225. Enlisted men, applicants for enlistment, and recruits ordered upon journeys which can be performed within 24 hours from the hour of starting must be subsisted during the journey upon cooked or travel rations procured for the purpose from the company kitchen, the contractor for meals, or from the quartermaster.

1226. Enlisted men absent under orders from their stations upon recruiting duty for not exceeding seven days will be deemed to be traveling under orders during the entire period, notwithstanding that some portion of the period may be occupied by detentions in the various towns which they visit in the performance of their duty, and their commutation of rations will be at the rate of $1.50 a day.

1227. Rescinded. (*C. A. R., No. 18.*)

1228. An enlisted man not a recruit ordered, under subhead 5, paragraph 1223, will be allowed commutation of rations at the rate of 50 cents a meal ($1.50 a day) for the time actually consumed in travel. The provisions of this paragraph do not apply to travel on Army transports.

1229. Commutation of rations will not be allowed to enlisted men serving where subsistence is furnished by the Government; or traveling under orders when they can carry and cook their rations, or can carry cooked or travel rations; or traveling under orders on Army transports or by steamboat or steamship where the passage rates include meals; or failing to report at their proper stations on or before the last day of furlough unless discharged; or recruiting parties at their stations; nor to civil employees. Commutation of rations will not be allowed to members of the Regular Army Reserve while in field training or after reporting when mobilized for active service in the event of actual or threatened hostilities, nor to members of the Reserve Officers' Training Corps while in camps of instruction, nor to citizens while at camps of instruction authorized by section 54 of the act of Congress approved June 3, 1916, nor to members of the Enlisted Reserve Corps while in active service for purposes of instruction or training or after reporting when ordered to active service in the event of actual or threatened hostilities. (*C. A. R., Nos. 18 and 51.*)

1230. An order directing the travel of an enlisted man or an applicant for enlistment will state that the journey is necessary for the public service. If it be impracticable for him to carry rations of any kind, the order will so state and will direct commutation of rations to be paid; if required to be paid in advance the number of days will be stated.

1231. An enlisted man traveling on duty under orders on a vessel of the United States Army Transport Service will not be allowed commutation of rations for the time he is aboard. He will be quartered with the enlisted men aboard and will mess with them, and the proper transport officer will indorse upon the travel order in the possession of the soldier the dates between which subsistence was so furnished. The travel order so indorsed will be turned over by the enlisted man at the end of the journey to the quartermaster by whom commutation of rations for any portion of the journey is paid, who will file it with the voucher on which payment is made. If commutation of rations is ordered paid in advance, the probable time on shipboard must be taken into account in determining the number of days' commutation to be allowed, and the paying officer will indorse the original order and make payment on a certified copy thereof in the manner directed in paragraph 1232 for paying commutation of rations in advance.

1232. Commutation of rations allowed to an enlisted man or an applicant for enlistment while traveling, when not directed to be paid in advance, will be

paid to him at the end of his journey, upon presentation of the order for the journey, with the certificate of his commanding officer thereon in the following form: "Last rationed to include ———, 19—; will leave station at ———, ———, 19—; the rations overdrawn will be deducted from the ration return of Company ———, ——— Regiment of ———, for the period from ———, 19—, to ———, 19—," and a certificate signed by a commissioned officer in the following form: "Joined station at ———, ———, 19—." The period allowed by the paying officer will be the time required over the shortest usually traveled route. If ordered paid in advance, it will be paid upon presentation of a certified copy of the order directing the payment, having thereon the certificate in the above form of his commanding officer. In this case the paying officer will indorse the date, mode, and amount of payment, over his signature, on the order which is retained by the soldier or applicant for enlistment, and certify on the copy that he has made such indorsement. The soldier or applicant for enlistment will deliver his retained order to the commanding officer at the station where rations are next furnished. The order, or copy thereof, on which commutation has been paid will be filed as a subvoucher to the receipt roll, and the paying officer will indorse on the order, or copy thereof, the date, mode, and amount of payment.

1233. The furlough of an enlisted man will show by memorandum of his company commander to what day he was last rationed and the number of rations, if any, drawn for him previous to his going on furlough, for the time covered by the furlough, and the certificate of his company commander on the back of the furlough will show the date on which he rejoined his proper station or was discharged and that the rations overdrawn for him were duly deducted from a ration return of his company. If entitled to commutation he will be paid by any quartermaster upon the presentation of the furlough containing the above memorandum and certificate. The paying officer will file the furlough as a subvoucher to his receipt roll, and indorse on the furlough the date, mode, and amount of payment. The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the period for which the furlough is given is within the competency of the authority cited, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations; but if the period is manifestly beyond the competency of the authority cited, the furlough should, when presented for payment of commutation of rations, be accompanied by copies of all orders in pursuance of which it was given.

1234. An enlisted man granted a furlough with permission to travel on a vessel of the United States Army Transport Service will be quartered with the enlisted men aboard and will mess with them. The transport officer will certify upon the enlisted man's furlough the dates between which subsistence was so furnished. In paying commutation of rations on the furlough these days will be deducted.

1235. Enlisted men discharged while serving in places outside of the States composing the Union will be provided free transportation to the said States on Government transports upon direction of the commanding officers in the several localities, and will be subsisted by the Quartermaster Corps to the port of destination. They will not be entitled to travel pay from port of embarkation to the United States, nor to commutation of rations for the time so subsisted on the transports. The fact that such transportation and subsistence have been furnished must be noted on the final statements. In view of the provisions of paragraph 1378, the foregoing is not to be construed as precluding the furnishing of transportation at Government expense, via commercial vessels in cases

where the Government maintains no regular transport service between the localities of discharge and the United States. (*C. A. R., No. 20.*)

1236. When an officer orders commutation of rations to be paid, or rations furnished to a soldier on furlough to enable him to reach his proper station, the officer paying the commutation or furnishing the rations will report the full amount paid, or the money value of the food supplied, to the soldier's company commander. Should the soldier reach his station on or before the last day of his furlough the company commander will charge the full amount of the payment, or value of the rations, against his pay on the next pay roll. Should he reach his post after the expiration of his furlough, and the delay be not excused, the full amount will be similarly charged. Should the overstaying of his furlough be excused, the full amount, diminished by the value of the ration, at 25 cents a day, for the number of days during which he was absent after the furlough had expired, will be charged.

1237. When a furlough is lost, a certified copy prepared by his company commander, with the soldier's affidavit stating when, where, and the circumstances under which the loss occurred, that he reported at his station on or before the last day of his furlough or was discharged, and that no rations have been furnished nor commutation paid him for any portion of the time during which he was on furlough, may be presented within six months after the loss, through his company and post commanders, to the department quartermaster for payment or other disposition.

1238. An enlisted man having a claim for commutation of rations while traveling or on furlough, and who is at a distance from a paying quartermaster, will be paid upon forwarding to a paying quartermaster his travel orders or furlough properly made out. An enlisted man on detached duty who is entitled to commutation of rations may be similarly paid upon the certificate of the officer under whom he may be serving, or if not serving under an officer, upon his own certificate, setting forth the period for which commutation is due, accompanied by a copy of the authority for its allowance, or by a reference to such authority if previously furnished.

SALES.

1239. Sales of subsistence stores will be made at cost prices for cash to an officer on his certificate that the stores are for his personal or family use or for the use of an officers' mess of which he is the caterer, and will be similarly made on a certificate that they are for his or her personal use to a contract surgeon, a dental surgeon, a veterinarian, a female nurse, or a hospital matron when stationed within a military post or serving with troops in the field. Sales will also be made at cost prices for cash to a member of the immediate family of an officer, during his absence, upon a written request by him to the quartermaster.

1240. Sales to officers paid for within the calendar month in which made will be regarded as cash sales; if not paid for within that month, the quartermaster making the sale will forward an itemized statement of each account to the General Quartermaster for the action prescribed by paragraph 1308.

Thereafter, until evidence is furnished by the delinquent, showing payment of the amount so reported for stoppage, further sales will not be made to him except for cash upon receipt of stores. (*C. A. R., No. 10.*)

1241. Sales of reasonable quantities of stores will be made to an enlisted man on the active or retired list, for cash, upon his declaration, in writing, that they are intended for his own use. A post exchange may purchase stores upon the certificate of the officer in charge, and such purchases, when paid for within the calendar month in which made, are regarded as cash sales.

1241½. Officers and enlisted men of the Navy and the Marine Corps are permitted to purchase subsistence supplies at the same price as is charged the officers and the enlisted men of the Army, and the officers and the enlisted men of the Army are permitted to purchase subsistence supplies from the Navy and Marine Corps at the same price as is charged the officers and the enlisted men of the Navy and Marine Corps.

These supplies will be sold at cost prices for cash to an officer of the Navy or Marine Corps on his certificate that the supplies are for his personal use or for family use or for the use of an officer's mess, of which he is the caterer, and to an enlisted man of the Navy or Marine Corps on the active or retired list at cost prices for cash upon his declaration in writing that such supplies are intended for his own use. When an enlisted man of the Navy or Marine Corps desires to make a purchase and is not serving with the Army he should make application in writing, stating that the supplies are intended for his own use, and his application must be indorsed by the officer under whom he is serving, who will state that the enlisted man concerned is entitled to purchase subsistence supplies. (*C. A. R., Nos. 10 and 12.*)

1242. Sales may be made on credit to officers and enlisted men who have not been regularly paid or who are in the field. Officers will certify that the stores are for their own use and will receipt for them. Enlisted men will obtain permits from their company commanders, approved by the commanding officer. Permits will not be given to a soldier in excess of the unencumbered pay due to him nor in any month in excess of his monthly pay. Such of the following-named articles as may be needed by him may be furnished to a recruit on credit, viz: A hand basin, a pipe, a box or bottle of tooth powder, and not to exceed 1 pound of tobacco.

1243. An officer purchasing subsistence stores on credit will furnish to the quartermaster making the sale a receipt in duplicate setting forth the place and date of purchase, the name of the quartermaster who made the sale, and the money value of the stores so purchased. One copy of the receipt will be forwarded by the quartermaster to the quartermaster who pays the officer, or to the department quartermaster, and will be filed with the pay voucher on which collection is made. The duplicate receipt will be filed by the quartermaster with his retained abstract of subsistence stores sold. The names of the officers purchasing subsistence stores on credit, the organizations to which they belong, and the money value of the stores so purchased will be entered on the abstract of subsistence stores sold.

1244. Exceptional articles of subsistence stores called for by officers and enlisted men, to be paid for by them regardless of condition upon arrival at posts, may be purchased under such instructions as to purchase and accountability as may from time to time be given by the Quartermaster General. (*C. A. R., No. 10.*)

1245. Civilians employed with the Army, including those expressly employed for their services as tailors, shoemakers, and laundrymen, may be allowed, at remote places or in the field where food can not otherwise be procured, to purchase from the Quartermaster Corps, in limited quantities for their own use, for cash, at cost prices, such articles of the ration or of stores kept for sales to officers and enlisted men as can be spared from the supplies on hand.

1246. Articles purchased by the Quartermaster Corps by net weight will be sold at net weight at the time of sale. Where the weight of a wrapper or cover at the time of purchase was included in the weight of an article it will be included in the weight when the article is sold. Articles in cartons, packets, or sealed cans will be sold as purchased.

1247. Post commanders will regulate sales and delivery of supplies. Selling (except by the post exchange) or bartering of supplies purchased or drawn from the quartermaster is forbidden.

1248. The commanding officer of a post at or near which the immediate family of an enlisted man who is absent abroad resides may, if the residence and other conditions of such family make it proper, grant to the head thereof permits to purchase from the Quartermaster Corps at the post, for cash, at cost prices, such quantities of subsistence stores as in his opinion may be reasonably needed for the sole use of the soldier's immediate family. The total amount of subsistence stores so sold to soldiers' families will be entered by the quartermaster in a separate item on the abstract of sales each month.

1249. The quartermaster who extends credit to enlisted men will forward to the proper company or organization commander the permit on which the supplies were sold, signed by the purchasers, which then becomes a statement of credit sales and of amounts due. The company or other commander will charge the amounts due on the next pay roll (and on subsequent rolls until the amounts shall have been collected) and return the permit-statement to the quartermaster, with notation thereon of any additional subsistence and other authorized quartermaster charges appearing on the pay rolls, showing in each case whether the charge is for credit sales, refundment of commutation of rations, or other authorized quartermaster account, and the place where and the month and year in which the indebtedness was contracted. The quartermaster will file the original with his retained papers for the month to which the credit sales pertain, and forward the carbon copy to the Quartermaster General with his monthly accounts. If a member of an organization or a recruit leaves his organization or a recruit depot before the money value of the articles furnished to him on credit shall have been collected, the amount due in each case, the place where, and the month and year in which the indebtedness was contracted will be noted on the service record. (*C. A. R., Nos. 10, 15, and 55.*)

1250. Sales will be consolidated monthly on an abstract. The commanding officer will satisfy himself that the purchases have been properly authorized and duly made and will so certify on the abstract. The abstract accompanying the quartermaster's account current will serve as a voucher to the account current as well as to the officer's return.

1251. The price at which subsistence stores may be transferred, or sold to officers and enlisted men, is the invoice or purchase price of the last lot of the same variety of subsistence stores received by the officer making the sale or transfer prior to the first day of the month in which the sale or transfer is made; but (1) the prices at a post or depot or at the office of a quartermaster will not be affected by transfers thereto from military posts, except where the articles are purchased at one post for shipment to another, the former having been regularly designated as the point of supply for the particular articles for the latter, in which case the rule laid down in the first five lines of this paragraph will obtain; (2) if two or more lots of the same variety of article are received on one invoice, or on the same date at different prices, the unit price to govern will be determined by dividing the total value of such lots by the total quantity of the same; (3) the equalization of prices among several varieties of the same article is not authorized, as in the case of several kinds of smoking tobacco, cigars, crackers, etc.; (4) if a quartermaster who has received an invoice of stores during the current month is relieved before the end of that month he will invoice to his successor the stores so received at their actual invoice price, although the current selling price of such stores will continue until the beginning of the next month. On the first day of each month a price list will be prepared at each station where sales are made, one copy

to be furnished to the commanding officer and one copy to be posted in the salesroom.

1252. The quartermaster will be accountable for and will carry on his property accounts all cooking apparatus supplied by the Quartermaster Corps, and will furnish to commanding officers of organizations and detachments the necessary authorized articles of the same on approved requisitions, the issues to be made on memorandum receipts. Bake ovens will be dropped from his property accounts when permanently installed at posts.

BLANK FORMS.

1253. Blank forms will be furnished to quartermasters on periodical requisitions sent directly to the Quartermaster General. Officers at posts will obtain them from the post quartermasters. (*C. A. R., No. 10*).

PAYMENTS, GENERAL PROVISIONS.

1254. The senior quartermaster of a command, under the direction of its commander, will be responsible for the payment of the troops of the command.

1255. In payments to officers and enlisted men, the days of commencement and expiration of service will be included. When service begins on the 31st day of a month, pay will not be allowed for that day.

PAYMENTS TO OFFICERS.

1256. Officers on the active list, and retired officers assigned to active duty under laws entitling them to active pay or allowances, will be paid monthly on accounts certified by themselves according to prescribed forms. (*C. A. R., No. 2.*)

1257. An officer of the Army will be paid within the limits of his department and, as far as practicable, by the same quartermaster, unless he is on leave of absence or detached duty beyond the limits of his department, or shall have transferred or disposed of his accounts as provided in paragraphs 1258 and 1259, or has the authority of the Quartermaster General for payment elsewhere. A retired officer, except when assigned to active duty under laws entitling him to active pay or allowances, will be paid by the depot quartermaster, Washington, D. C., unless residing in the Philippine Islands or Hawaii, in which event he may, if he so desires, be paid by the department quartermaster of the Philippine or Hawaiian Department. (*C. A. R., Nos. 2 and 10.*)

1258. An officer may forward his pay account to a quartermaster before maturity, the amount to be remitted to the officer when due, or placed to his credit with a bank if the account is so indorsed, but an officer will not hypothecate or transfer an account not actually due. When due it may be transferred, when the following form of indorsement will be strictly observed:

Transferred this _____ day of _____, 191__, to _____
_____
and the department quartermaster at _____ has been so notified.
(Signature) _____ _____,
_____.

When an account is so transferred, the officer will notify the department quartermaster of the department in which he is stationed, or the quartermaster who has been authorized by the Quartermaster General to pay his accounts, and will instruct the person or persons to whom the account may be transferred to forward it to such quartermaster for payment. A transferred account will not be paid outside of the department in which the officer is regularly paid except when it is transferred for the benefit of his family residing in another depart-

ment, in which case the officer will send the notification through the office of the department quartermaster of the department in which he is usually paid, to the department quartermaster of the department in which the payee resides; the former to forward with the notification any information he may have affecting the validity of the account. (*C. A. R., No. 10.*)

1259. An officer about to embark for service beyond the sea and desiring to make provision for himself or his family in the United States, may send to the Depot Quartermaster, Washington, D. C., such full monthly accounts as he may elect, indorsing them as follows: "When due pay to ———," or "When due place to the credit of ——— with ———," or "When due place to my credit with ———." The Depot Quartermaster, Washington, D. C., will immediately notify the department quartermaster of the department where the officer is to serve of the months for which accounts have been so received, and will then pay them as they become due if the casualty list and stoppage circular show no bar to payment. If the officer be under orders to proceed to Alaska or the Canal Zone, or for service with an independent brigade or division, the notification will be sent directly to the quartermaster where the officer is to serve. Should an officer already in service beyond the sea desire to have his accounts paid as described, he will forward them, through the department quartermaster of the department where he is serving, to the Depot Quartermaster, Washington, D. C., except when stationed in Alaska or the Canal Zone, or serving with an independent brigade or division, in which event the accounts will be forwarded through the local quartermaster. Department and other quartermasters, through whom accounts are sent to the Depot Quartermaster, Washington, D. C., will make a record of the accounts so forwarded. (*C. A. R., No. 9.*)

1260. A person appointed to the Army, or receiving an appointment to a new office therein, is entitled to pay from date of acceptance only. If the appointment creates vacancies to be filled by promotion, the promoted officers are entitled to pay of the new grade from the date of acceptance of the appointee. In all other cases of promotion the officer is entitled to pay from date of the occurrence of the vacancy.

1261. An officer of the Army appointed to a grade in the volunteers or militia in the service of the United States superior to that held by him in the Army will be entitled to the pay and emoluments of the grade to which appointed from date of acceptance of such appointment or from date of muster in thereunder.

1262. An officer who resigns, is dismissed, honorably discharged, or wholly retired, will forward his pay account (War Department Form 336) to the Depot Quartermaster, Washington, D. C., who will cause a certificate of nonindebtedness to be obtained from the Treasury Department and the chief of each bureau of the War Department and will inquire, through military channels, of the last commanding officer under whom the ex-officer served, whether he is properly chargeable with responsibility or accountability for Government funds or property, or is indebted to the United States or to a company fund or post exchange. The account will not be settled until this information has been received. An officer who has served in the Philippine Islands will procure a certificate of nonindebtedness from the Insular Auditor prior to departure from the islands, this certificate being an indispensable prerequisite to the settlement of an officers' final accounts with the Government. (*C. A. R., Nos. 10 and 51.*)

1263. An officer whose resignation is accepted while he is on leave of absence will receive pay to include the date of acceptance; if accepted while he is on duty, he will receive pay to include the date he receives notice of its acceptance, or if sooner relieved from duty, to include the date of relief. An officer whose resignation takes effect at a future date is entitled to pay to include that date.

1264. An officer placed upon the retired list will receive active pay to include the date of retirement, and the pay of a retired officer thereafter. If on duty, he will receive active pay to include the date of receipt by him of notice of his retirement.

1265. An officer dismissed by sentence of court-martial will be paid to include the date of termination of service as specified in the order promulgating the sentence.

1266. Contract surgeons must present their contracts to quartermasters when applying for payment of salaries, and quartermasters will indorse thereon date and period for which paid. If a contract surgeon on foreign service desires to have his accounts paid in the United States, the months for which such accounts have been transferred will be indorsed on the contract by a quartermaster or the commanding officer, who will also indorse on each voucher "Transfer noted on contract (signature)," and such accounts will not be paid unless so indorsed. (*C. A. R., No. 51.*)

ADDITIONAL PAY.

1267. To entitle an officer to additional pay under the acts of April 26, 1898, and May 26, 1900, for exercising a command above that pertaining to his grade, he must have exercised such command of troops operating against an enemy for a period of three months or more continuously, in obedience to orders issued by superior authority which he was bound to obey, and no pay or allowances as of a higher grade than that actually held by an officer will be paid him under this regulation unless a certified copy, in duplicate, of such order, accompanied by a statement of service thereunder, is filed with the quartermaster.

1268. The 10 per cent allowed by law to officers serving beyond the limits of the United States and territories contiguous thereto, except the Canal Zone, Panama, or Hawaii, or Porto Rico, will be paid on their regular monthly pay vouchers, which will be made up to include the entire compensation, of whatever character, which may be due the officer for the calendar month, or months, included in the accounts. There will be noted on the pay accounts the numbers and dates of orders or any other facts which affect the officer's pay status for the period covered by the accounts presented for payment.

1269. From time to time there will be announced in special orders of the War Department the names of military aviators, junior military aviators, and aviation officers who are on duty, requiring them to participate regularly and frequently in aerial flights. An officer announced in such orders as aviation officer, junior military aviator, or military aviator, under the terms of the act of Congress approved July 18, 1914, and the national defense act approved June 3, 1916, is entitled to pay and allowances authorized by the act named in his order, under the following conditions:

The order will specify the date on which such duty was commenced, and a subsequent order will specify the date on which such duty was terminated. A copy of the order announcing the date on which such duty was commenced will be filed with the first voucher upon which pay and allowances of the higher grade or additional pay is charged, and the order will be cited on all subsequent vouchers as long as pay and allowances or higher pay is charged. Each officer entitled to pay and allowances of a higher grade or additional pay will certify on each voucher, during the time pay and allowances of a higher grade or additional pay is charged, that he has been throughout the period covered by the voucher on duty for which pay and allowances of a higher grade or additional pay is authorized under the act of July 18, 1914, or under the act of June 3, 1916 (citing the proper act). A copy of the order announcing the

date when such duty was terminated will be filed with the voucher for the period including such date.

It is the duty of the commander of an aviation station or aeronautical organization in the field to recommend the issue of orders announcing the commencement and termination of periods of higher grades or additional pay of officers of his command, certifying, where the right to additional pay depends on such duty, that the officer's duty from or to the date named required him to participate regularly and frequently in aerial flights.

When the commander of an aviation station or aeronautical organization in the field is entitled to pay and allowances of a higher grade or to additional pay and allowances of his grade under either of the acts named, it is the duty of the officer in charge of the Aviation Section, Signal Corps, to make recommendations and certificates prescribed in the foregoing for such commanders, concerning the officers under their command. No officer will be continued on such duty except as authorized by the act of July 18, 1914, or the act of June 3, 1916. (*C. A. R., No. 51.*)

1270. No officer shall receive pay for two staff appointments for the same time.

1271. In computing longevity pay, service performed as enlisted men of the Army or Navy, or as cadets at the United States Military or Naval Academy, by those appointed prior to August 24, 1912, will be counted. Service performed as such cadets by those appointed on or after said date will not be counted.

MOUNTED PAY.

1272. The officers on the active list hereinafter designated are required to be mounted: All officers of the General Staff Corps; officers of the staff corps and departments, whether permanent or detailed; officers of Cavalry; officers of Field Artillery; authorized aids duly appointed; regimental and battalion staff officers; acting judge advocates detailed under the act of Congress approved February 2, 1901; all officers above the grade of captain, whatever their arm or corps; chaplains of all grades; officers temporarily attached to staff corps or to organizations of Cavalry, Field Artillery, and mounted Infantry; regularly detailed assistants to the Chief of Coast Artillery; the authorized staff officers of Coast Artillery districts and of coast defense commands; officer serving as military attachés to the embassies and legations of the United States at foreign capitals; instructors and student officers at the Army School of the Line, the Army Signal School, the Army Staff College, and the Army War College; officers on duty in the department of tactics and in the department of practical military engineering, military signaling and telegraphy at the United States Military Academy. All field officers of the mobile army serving with troops are required to own and provide their mounts. The private mounts, owned and provided by officers of all grades in the Army, for which the Government expends public funds in the matter of maintenance and care, shall be of a standard fixed by the Secretary of War from time to time. (*C. A. R., No. 6.*)

In addition to the foregoing, officers not ordinarily required to be mounted may be temporarily placed upon duty that shall require them to be mounted. This may be done by the Secretary of War, the commander of an army, field army, or of a division or department; the order in each case will state that the duty therein assigned to the officer requires him to be mounted.

1273. Officers below the grade of major, required to be mounted, whether permanently or temporarily, will be furnished with a proper mount by the Quar-

termaster Corps. Such officers may, however, provide themselves with suitable mounts at their own expense and of their exclusive ownership, and any officer of the grades indicated who so provides himself shall receive an addition to his pay of $150 per annum if he provides one mount and $200 per annum if he provides two mounts. An officer claiming additional pay for providing his own mount must personally certify on each account that he was suitably mounted at his own expense, and is the actual and exclusive owner of the mount or mounts in question, specifying the place at which maintained. In case an officer is only temporarily upon duty requiring him to be mounted, the authority by which he was placed upon such duty must accompany his first voucher and be cited upon subsequent vouchers upon which additional pay is claimed accompanied by a certificate that he has continued under the authority cited upon the mounted duty in question.

The officer's certificate upon his pay accounts will be the evidence upon which quartermasters will base their payments of additional pay for mounts, until information is received by them from proper authority that such additional pay is to be stopped.

1274. Officers below the grade of major providing their own mounts do not forfeit the right to additional pay by reason of absence on account of sickness or on ordinary leave, nor will the mere fact that such officers are detached for a purely temporary period from the stations where their mounts are kept deprive them of their right to the additional pay so long as the horses are actually and exclusively owned and kept for their use in the military service at their regular stations. In all other cases the right to the additional pay accrues only where the mounts are actually available for use at the station where the officer is serving.

PAY DURING ABSENCE.

1275. In determining the period for which an officer is entitled to full pay on leave, time within four successive leave years, terminating with the one in which absence is taken, will be considered. If the absence does not cover the entire period for which full pay is allowed, the balance thereof will be placed to the officer's credit as belonging to the last year or years of the four considered and may be made available for future leave.

1276. The leave year is reckoned from July 1 to the following June 30, both inclusive. In computing leave of absence expressed in days during any leave year, every day of such absence will be counted; but in aggregating such absence 30 days, whether consecutive or otherwise, will be regarded as a month's absence. Leave expressed in months will be counted in months.

1277. Leave of absence may be granted by the Superintendent of the United States Military Academy, under regulations prescribed by the Secretary of War, to the professors, assistant professors, instructors, and other officers of the academy for the entire period of the suspension of the ordinary academic studies, without deduction from pay or allowances. Similarly officers in charge of service schools may grant leaves of absence to officers on duty exclusively as instructors at such schools.

1278. An officer ordered to temporary duty while on leave will be regarded as on duty from the day on which he receives the order. When the duty is to be performed at a future date he will be on duty from the date on which he starts to obey the order. The date of the receipt of the order in the first case, and the date of departure in the second, will be promptly reported to The Adjutant General of the Army. When relieved from such duty, or on the completion thereof, he reverts to the status of leave and will be credited with the time on duty under such order.

MILEAGE.

1279. When an officer travels under competent orders he will be entitled to reimbursement as follows:

1. When traveling without troops by land, except within the geographical limits of the Territory of Alaska, or in the Philippine Archipelago, in the Hawaiian Archipelago, in the home waters of the United States, or between the United States and Alaska, by mileage at the rate of 7 cents a mile, and no more; distances to be computed and mileage to be paid over the shortest usually traveled routes, with deductions as hereinafter provided.

2. When traveling without troops within the geographical limits of the Territory of Alaska, in the amount of actual expenses only, not to exceed $4.50 a day and cost of transportation when not furnished by the Quartermaster Corps, to be paid upon proper vouchers duly itemized and supported by receipts where it is practicable at the time to obtain the same.

3. When traveling with or without troops, by sea, in the amount of actual expenses.

4. Officers who so desire may upon application to the Quartermaster Corps be furnished under their orders transportation requests for the entire journey by land, exclusive of sleeping and parlor car accommodations, or by water; and the transportation so furnished shall, if travel was performed under a mileage status, be charged against the officer's mileage account, to be deducted at the rate of 3 cents a mile by the quartermaster paying the account, and of the amount so deducted there shall be turned over to an authorized officer of the Quartermaster Corps 3 cents a mile for transportation furnished, except over any railroad which is a free or 50 per cent land-grant railroad, for the credit of the appropriation for the transportation of the Army and its supplies.

5. When the established route of travel shall, in whole or in part, be over the line of any railroad on which the troops and supplies of the United States are entitled to be transported free of charge, or over any 50 per cent land-grant railroad, officers traveling as herein provided for shall, for the travel over such roads, be furnished with transportation requests exclusive of sleeping or parlor car accommodations by the Quartermaster Corps. When transportation is furnished by the Quartermaster Corps, or when the established route of travel is over any of the railroads above specified, there shall be deducted from the officer's mileage account by the quartermaster paying the same 3 cents a mile for the distance for which transportation has been or should have been furnished. Travel in the Philippine Archipelago, the Hawaiian Archipelago, and the home waters of the United States is confined to travel in which both termini of the journey are in one of the above places.

1280. Actual expenses only will be paid to officers for sea travel when traveling under competent orders, with or without troops, and the amount so paid shall not include any shore expenses at port of embarkation or debarkation. Travel in the Philippine Archipelago, the Hawaiian Archipelago, in the home waters of the United States, and between the United States and Alaska is not regarded as sea travel.

An itemized statement of such expenses will be filed with each voucher for payment, using the following as a basis of what is allowable:

1. Fares upon commercial steamers or other usual modes of conveyance by sea, and the cost of transportation for self and baggage, by boat or lighter, to and from vessels when voyages are not begun or ended at docks and a charge in addition to the cost of passage is made therefor.

2. Cost of customary stateroom accommodations on commercial steamers when the same is not included in the charge for passage.

3. Hire of special water transportation when there are no regular means of conveyance.

4. Actual cost of meals for the time actually and unavoidably consumed in the voyage when the same is not included in the charge for passage, provided that under such conditions the total charge for meals, including fees to dining-room stewards, does not exceed $5 per day. Amount of rent of steamer chair, not exceeding $1 for trips of two days or longer on each commercial steamer, and fees to cabin and other stewards not exceeding the following: Six days or less on the Atlantic Ocean, $1.50 a day; 7 to 10 days, not exceeding $10; 11 to 15 days or longer, $1 a day; total, not exceeding $15. On the Pacific Ocean, 15 days or less, $1 a day; total fees for 15 days or longer, not exceeding $15. To the West Indies, Cuba, Porto Rico, Panama, and to South American ports, $1 a day; total fees for 15 days or longer, not exceeding $15. From the Orient to the United States, via Suez, not exceeding $25.

5. When transshipping at an intermediate port, as a necessary incident to a continuous voyage, the actual cost at hotels of meals, lodgings, baths, and fees not exceeding 50 cents per day to waiters and bellboys, provided the total charge for these items does not exceed $5 per day; transfer of self and baggage from dock to hotel and from hotel to dock, and fees to porters for handling baggage, not exceeding $2 for each transfer. The officer will certify on the itemized statement that the account is correct and just, and that the amounts charged therein were actually paid by him. Subvouchers, properly receipted, will be required for items of board and lodging at hotels. When not practicable to obtain such subvouchers, the officer will so certify. Charges for baths, where baths are not included in the charge for lodging, will in every instance be supported by subvouchers. The payment of fees to cabin or other stewards or the rent of steamer chairs when traveling on Government transports is not authorized. Accounts for reimbursement for items not authorized herein will be forwarded to the Quartermaster General of the Army, to be submitted to the Secretary of War for his consideration and approval before payment, but in no case can the total of such expenses as are reasonably included under the heads board and lodging be lawfully reimbursed in excess of $5 per day. (*C. A. R., No. 12.*)

1281. "Traveling with troops" will be regarded as covering all cases of officers included (*a*) in orders for movement, in whatever manner, of their appropriate commands; (*b*) in orders for movement of detachments, escorts, or stores, which proceed by marches or by transportation belonging to or especially hired for the purpose by the United States, the idea being that in marches the officers should move as do the troops and that where transportation is specially devoted to the movement it is sufficient for all included therein; or (*c*) in orders directing officers to accompany troops. But the term will not be regarded as covering cases of officers included in the movement by railroad, stage, or like established lines of conveyances, of detachments of less than 10 armed or unarmed men, such as guards and nurses for disabled or insane officers or soldiers, or recruiting parties and escorts for inspectors, quartermasters, and others, or the public funds or property in their charge. (*C. A. R., No. 53.*)

1282. In the settlement of the mileage account of an officer, distances will be determined and deductions computed over established routes and from mileage tables prepared under the direction of the Secretary of War by the Quartermaster General; and all payments made by quartermasters on account of mileage will be determined in accordance with distance tables officially promulgated and in use at the date of beginning of the journey. Exception to this rule will be made only when the terms of the order or the impracticability of the shortest usually traveled route compel the officer to take a longer route, in which

case mileage will be computed over the route actually traveled. (*C. A. R., No. 10.*)

1283. Mileage will be paid in the department in which the journey is completed, but this will not apply to journeys in which delays at intermediate points occur and afford opportunity for the collection of mileage for travel performed to such points.

1284. No portion of the appropriation for mileage to officers shall be expended for inspections or investigations except such as are especially ordered by the Secretary of War, or such as are made by Army and department commanders in visiting their commands, and those made by the Inspector General's Department in pursuance of law, Army Regulations, or orders issued by the Secretary of War; but the commanding generals of the Philippine and Hawaiian Departments may issue orders in the name of the Secretary of War, involving travel to investigate claims for property, damages, buildings, and other property and important investigations in the Philippine Islands and Hawaii Territory.

1285. To entitle an officer to mileage, the order for travel must be issued previously to commencement of the journey, except when the urgency of the duty prevents the obtaining of previous orders, in which case the travel must be confirmed in orders. Both directory and confirmatory orders will state the specific duty enjoined, recite that the travel is necessary in the military service, and direct the officer to return to his station upon completion of the duty assigned, if such return is contemplated. Confirmatory orders should recite the authority, oral or otherwise, under which the travel was performed, or state that the urgency was such as to prevent the obtaining of orders in advance.

1286. Coast defense commanders have no authority to issue orders to officers carrying mileage to and from posts within the coast defenses under their command.

1287. Orders will not prescribe lines of travel, except when necessary, and then the reasons will be set forth in the order.

1288. The original order, or certified copy, including indorsements, will accompany each voucher for mileage, and when transportation in kind has been furnished for the whole or for any part of the distance actually traveled, the order must be indorsed by the quartermaster issuing the transportation, showing between what points and over what route such transportation was furnished.

1289. When an officer on leave of absence is ordered to rejoin his station, he will not be entitled to mileage unless the public service requires the performance of duty en route, in which case the order will specify the duty, the necessity therefor, and the points at which the duty will begin and end.

1290. When an officer is ordered, while on leave of absence, to accompany a detachment of recruits and on the completion of this duty to join his station, he returns to a status of leave as soon as relieved from duty with the recruits, and will proceed to join his station without expense to the Government, unless the distance he may have to travel without troops should be in excess of what it would have been had he not received the order. For such excess distance he is entitled to mileage.

1291. An officer on leave of absence, ordered to temporary duty, involving travel without troops, will receive mileage from place of receipt of order to place of performance of duty, and also for the return journey to place of receipt of order, provided he makes such return journey under proper orders.

1292. When the station of an officer is changed while he is on leave of absence, he will on joining the new station be entitled to mileage for the distance to the new station from the place where he received the order directing the change, provided the distance be no greater than from the old to the new

station; if the distance be greater, he will be entitled to mileage for a distanec equal to that from the old to the new station only.

1293. An officer under orders to change station without troops who takes advantage of a leave of absence before he joins his new station is not deprived of the mileage to which he would be entitled had he not availed himself of the leave. The leave of absence merely suspends the execution of the order for change of station, and at the expiration of the leave the officer comes under operation of the order, and in obeying it is entitled to full pay for the time necessary to perform the journey from his old to his new station.

1294. An officer relieved from duty at a station and granted leave of absence before assignment to another, who receives an order of assignment before expiration of leave, is entitled to mileage from the place where he receives the order to his new station.

1295. An officer traveling on duty in connection with public works (not arsenals, military surveys, or explorations) will receive travel allowances from the appropriation for the work, but if there be no appropriation he will receive mileage from the Quartermaster Corps. An officer traveling on duty in connection with the National Guard will receive his travel allowances from the appropriation for the National Guard. (*C. A. R., No. 51.*)

1296. The following are entitled to mileage to their first stations: Officers of the Medical Corps, officers of the Medical Reserve Corps, contract surgeons, and acting dental surgeons, from place of appointment; graduates of the United States Military Academy, from their homes; officers appointed from the ranks, from place of discharge as enlisted men.

1297. In the following cases mileage is not allowed: In joining for duty upon first appointment to the military service from civil life; or under the first order after a reinstatment or reappointment; or under an order to effect a transfer from one company or regiment to another, made at the request of the officers transferred; or insane officers sent under escort to the Government Hospital for the Insane; or sick officers transferred from one hospital to another.

1298. Allowances for travel of officers or enlisted men summoned to appear and testify before committees of Congress, or before the courts of a State or Territory, are not proper charges against the appropriations for the support of the Army. Military persons so summoned must seek reimbursement for their expenses of travel from the committee or court which summoned them.

COMMUTATIONS OF QUARTERS.

1299. A commissioned officer on duty at a place where there are no public quarters available is entitled to commutation of quarters. (*C. A. R., Nos. 28 and 51.*)

1300. Public quarters at a post or station will be considered as not being available only when all of the quarters at the post or station are assigned to officers, noncommissioned officers, or others authorized to occupy the same. (*C. A. R., No. 28.*)

1301. An officer on duty at a station where he is properly in receipt of commutation of quarters is entitled to the allowance during ordinary leave on full pay, but not during sick leave. If he is relieved from duty at the station and then avails himself of a leave, his commutation ceases.

1302. An officer does not lose his right to quarters or commutation at his permanent station by a temporary absence on duty. While he continues to

claim and exercise that right, he can not legally demand quarters or commutation thereof at any other station. (*C. A. R., No. 4.*)

1303. When the command to which an officer belongs changes stations during his temporary absence on duty he loses his right to quarters from the time his command leaves its old station and does not acquire a right at the new station until he has reported for duty thereat. He is entitled in the meantime to quarters or commutation therefor at the station where he is temporarily serving.

1304. An officer upon being relieved from duty at one station where he was entitled to commutation of quarters, and assigned to another station, is not entitled to such allowance from the date of departure from the old station, in accordance with his relief orders, to the date on which he reports in person at the new station.

1305. Officers who, for the convenience of the Government, are directed to await orders for a limited period at a point where there are no public quarters are entitled to commutation; but an officer ordered to his home to await orders is not entitled to this allowance. An officer ordered to report by letter to a superior does not become entitled to commutation of quarters until he receives a specific order of assignment and reports in person at the station to which assigned.

1306. Officers on duty at colleges where no public quarters are furnished by the United States are entitled to commutation, subject, in respect to retired officers, to such limitations and restrictions as are prescribed by law.

1307. The first voucher for commutation of quarters, heat, and light at any station must be accompanied by a copy of the order assigning the officer to duty thereat. In subsequent vouchers the quartermaster will refer by number, etc., to the voucher with which the order is filed, and the final voucher must be accompanied by the authority for, and must show the date of relief from, such duty.

1307½. An enlisted man on duty at a place where there are no public quarters available may, when specifically authorized by the Secretary of War, be paid commutation of quarters at the rate of $15 per month, in lieu of hiring quarters for him at Government expense. (*C. A. R., No. 28.*)

STOPPAGES.

1308. When an officer has been overpaid, or is indebted to the United States for money or property, or has failed properly to account for the same, the chief of the bureau concerned will promptly notify him of the amount of his indebtedness or his failure to account. If after such notice he does not refund, or make satisfactory explanation, or take proper action within a reasonable time, the matter will be reported to the Secretary of War.

1309. On the order of the Secretary of War, stoppages may be made against the pay of officers for overpayments, illegal disbursement, or loss through fraud or neglect of the public funds, and for deficiencies in, loss of, or damage to military supplies, unless proof be furnished that the deficiency, loss, or damage was not occasioned by any fault on their part.

1310. The notice of stoppage of officers' pay will be prepared in the form of a monthly circular to quartermasters, advising them of stoppages outstanding at its date. This circular will be submitted to the Secretary of War for his approval prior to its publication. When an officer's name is borne thereon no payment of salary will be made to him which is not in accordance with the stoppage entry made against his name.

1311. Overpayments to an officer will be deducted on the first payment after a notice of stoppage against him is received, even if the pay accounts have been assigned; the assignee takes the account subject to all risks of stoppage.

PAYMENT OF CADETS.

1312. Payment on pay rolls and final accounts will be made to the cadets at the United States Military Academy by a quartermaster, who will turn over the net amount of the rolls and accounts to the treasurer of the academy.

1313. Cadets upon being discharged from the service are not entitled to mileage, but to actual expenses to their homes, paid by the quartermaster of the United States Military Academy.

1314. Graduates of the United States Military Academy are entitled to full pay from the date of graduation to the date of their acceptance of and qualification under their commissions, and during their graduation leave.

Should a graduated cadet be discharged after graduation but before being commissioned, he will be entitled to the pay of a cadet after graduation until date of discharge.

PAYMENT OF ENLISTED MEN.

1315. Troops will be paid every month unless circumstances prevent, in which case the quartermaster charged with the payment will immediately report the facts, through his department quartermaster, to the Quartermaster General. (*C. A. R., No. 10.*)

1316. Payments will be made as soon after the close of each month as practicable.

The troops at posts where quartermasters are stationed and others in their immediate vicinity, to be designated in instructions issued from the War Department, will be paid by quartermasters in person.

For posts at which payments are not required to be made in person, the quartermaster will transmit by registered mail or express the pay due in one or more of the following ways:

1. By individual check, payable to the order of each man, for the exact amount due.

2. By inclosing in a separate sealed envelope the exact amount in currency due each soldier, with his name and the amount inclosed marked thereon.

Troops in the field will be paid by quartermasters in person, unless instructions to the contrary are given by proper authority.

1317. So far as relates to disbursements in the Philippine Islands and other places, including Alaska, beyond the boundary of the States composing the Union, and for the convenience of the quartermaster in obtaining ready money, as well as for the accommodation of both officers and men at such distant places, a check may be drawn for a portion of the pay due the soldier (or officer), in which case it will be drawn in favor of the soldier (or officer), and the object or purpose will be stated as "part pay for month, of ———;" if for any sum which the soldier (or officer) may desire in exchange for money after he has been paid, the check will be drawn by the quartermaster in favor of himself and indorsed by him payable to the order of the soldier (or officer), and the object or purpose will be stated as "to obtain cash to make payments at a distance from a depositary." In this case the data on the check stub will be the same as on the check to which it relates, including the name of the soldier (or officer) to whom the check is indorsed by the quartermaster.

1318. Calculations on the pay rolls are made by the quartermaster and copied on the retained roll by the company or detachment commander, who will certify that he witnessed the payment, and will enter thereon the name of the quartermaster and date of payment.

1319. All enlisted men present will receipt one of the triplicate rolls for the amount due to them, except when it is known that payment will be made by check, in which case signatures will not be required. Witnessing officers will see that the soldiers' signatures correspond with their names as borne on the roll, and when a soldier can not write he will receipt by his mark, which will be witnessed by a commissioned officer, or, in the absence of a commissioned officer, by a contract surgeon. Duplicate copies of the rolls will then be forwarded by the commanding officer to the quartermaster designated to pay the command.

1320. If the payment is not to be made by the quartermaster in person, the commanding officer, when forwarding the rolls, will furnish the quartermaster with the name, rank, etc., of the officer designated to see that the men of the command are paid, and at the same time will state what part of the pay can conveniently be received by the men in individual checks and cashed at or near the post without discount, and whether it is desired that the checks be sent by mail or by express. The remainder of the pay will be sent in envelopes.

1321. The checks, when not sent by mail, and the money for each organization will be inclosed in separate packages properly marked, and the whole will be consolidated into one package and forwarded by express to the post commander. One of each of the company or detachment rolls, extended to show the amounts to be paid, will be returned to the commanding officer and by him sent to the proper company commanders.

1322. The quartermaster, in the presence of at least one witness, will personally place in each envelope the exact amount of money due the soldier, seal the same, see that the name of the soldier and amount inclosed are marked on the envelope, and that the individual checks and the sealed envelopes are inclosed in one sealed package, upon the outside of which will be indorsed—

1. Name of the organization.
2. Number of checks inclosed.
3. Number of sealed envelopes inclosed.
4. Total amount of pay due and remitted, less deposits, $———.
   a. By check———— $———.
   b. By currency———— $———.
5. Signature of the quartermaster.

All the packages containing checks and sealed envelopes for the several organizations, completed and indorsed as above, will be made up into one parcel and sealed by the quartermaster. Upon the outside will be marked the name and address of the post or other command and the names of the subordinate organizations for which pay is therein remitted, and the quartermaster will append thereto his signature.

1323. The consolidated package thus marked and addressed to the commanding officer will be forwarded by express to its destination.

The following are specimen indorsements:

FOR THE COMMANDING OFFICER, FORT LEAVENWORTH, KANS.

Contents of this package.

The pay, less deposits, due for month of September, 1896, for—

N. C. O. and band, 20th Infantry.
Co. A, " "
" B, " "
" C, " "
" D, " "
" E, " "
" F, " "
" G, " "
" H, " "
Troop A, 6th Cavalry.
" B, " "
" C, " "
" D, " "
Hospital Corps Detachment.
Post N. C. Staff.

In making up the contents of this package the provisions of paragraph 1322 of the Army Regulations have been complied with.

JOHN SMITH,
Major, Quartermaster Corps.

Pay for Troop F, 8th Cavalry, September, 1896.

Contents.

43 sealed envelops	$1,000.00
17 checks	563.18
60 remittances	1,563.18

JOHN SMITH,
Major, Quartermaster Corps.

Private Joseph Thompson, Co. A, 20th Infantry.

Contents.

$14.75 in currency.

1324. At places beyond express delivery the post commander, when notified by the quartermaster that funds sent by express are to be expected, will send an officer with a suitable escort to receipt for the express package and convey the funds to the post. The name of the officer authorized to receipt for the package will previously have been reported to the quartermaster.

1325. When the express package is received at the post it will be opened in the presence of witnesses by the commanding officer, who will observe the condition of the seals, verify the number of company and detachment packages, and see that the marking upon them conforms to these instructions. The separate sealed packages containing the pay for the several companies and detachments will then be delivered to the officer designated to pay the command, for distribution, which will be made as soon as practicable thereafter; but in no case will such distribution be deferred more than 24 hours. The commanding officer will be responsible for the safe-keeping of the packages of funds from the time of their receipt at the post until they have been thus turned over for distribution.

1326. When a company or detachment is paraded for pay, the officer designated to pay the command will open the package containing the pay for that

company or detachment in the presence of at least one witness, who shall be a commissioned officer; or, in the absence of a commissioned officer, the verification and delivery may be witnessed by a contract surgeon. The number of checks in the package and the number of sealed envelopes purporting to contain the pay of individual soldiers will be counted, and the agreement of this number with the record made by the quartermaster upon the wrapper will be verified by both officers, and the amount marked on the sealed envelope as the pay due each man will be verified by comparison with the pay roll before the distribution begins. As each man's name is called the check drawn to his order will be given to him, or the envelope bearing the man's name will be opened, its contents verified by comparison with the marks on the envelope or with the pay roll, and the money handed to the soldier by said officer, all in presence and under the personal observation of the officer designated to witness the payment.

1327. Should there be a deficiency it will be so certified on the roll by the paying and verifying officers, and the envelope will be resealed without taking anything from it, and returned to the quartermaster unless the amount should be offset by finding a surplus in another envelope. Should there be an excess the surplus will be returned to the quartermaster. In each case a statement of the facts, with appropriate certificates, will be sent to the quartermaster by the commanding officer.

1328. In case of error or informality a statement of the facts as found to exist will be immediately indorsed upon the envelope or wrapper, as the case may be, and the officers present will certify to the correctness of the statement and lay the same before the commanding officer.

1329. The copy of the pay roll of each organization, which the quartermaster is required by paragraph 1321 to return to the post, will be reforwarded to the quartermaster by the commanding officer without delay after the payment is completed.

1330. Should any error or informality be discovered in a check it will be returned to the quartermaster, who will correct the same and return it with the least practicable delay. The roll will be returned to the quartermaster after payment of the company with a note thereon, verified by the witnessing officer, stating the facts as to the erroneous check. The receipt of the corrected check will be certified by the company commander to the quartermaster, who will file such certificate with the pay rolls.

1331. Should the bank or person who cashes the individual check so desire, the company commander will certify to the correctness of the indorsements made by his men upon their respective checks.

1332. An officer commanding a company or detachment at the time of payment will sign the prescribed certificate as to witnessing the payment, printed on the pay roll, and, when requested to do so by the quartermaster, will certify that the quartermaster's retained roll is a true copy of the roll upon which payment was made.

1333. Should a soldier die or desert in the interval between the signing of the pay roll and the receipt of the money at the post from the quartermaster, the check or cash will be returned immediately to the quartermaster by the company or detachment commander, the cash by express, through the Quartermaster Corps, the check by registered mail; and a note of explanation stating the fact of nonpayment and return of the check or money will be made on the roll, and verified by the signature of the witnessing officer. The same course will be pursued should a soldier decline to receive his pay, or if for any reason it should be impracticable to deliver it to him in person. When a quartermaster

has had money returned to him in such cases he will not cancel the signature of the soldier on the roll, but will mark "Not paid" opposite the signature.

Should it appear from the pay rolls submitted to the quartermaster that the term of any soldier thereon will expire and he be discharged before the pay rolls and money can be received back at the post, the quartermaster will ignore the man's account and mark "Not paid" in the "Total paid" column, and the company commander in preparing such soldier's final statement will note thereon the date of the last actual payment and not the date of expiration of the muster period for which he has signed the roll.

1334. When companies or detachments of troops are absent from their stations for an indefinite period, and funds for their payment can not be sent by express, the rolls will be held and not sent to the quartermaster until the troops reach some point to which it is practicable to send funds. When a command can be mustered and the rolls completed and duly signed by the men, they can be sent to the quartermaster to be made out and held by him until notified where and when the command can be paid. In cases where the rolls have been sent to the quartermaster and the troops are sent away from their station before the receipt of funds for their payment, post commanders will not hold the money at their discretion, but will return the rolls and the money to the quartermaster unless payment can be made within a reasonable time, not exceeding three days.

1335. Deposits may be made in the usual manner, the amount to be deposited being reported to the quartermaster by letter forwarded with the rolls, the soldier's deposit book being also forwarded therewith. When it is known that the payment will be made by check and the rolls are forwarded without signatures, an order directing deposit of the desired amount of pay, signed by the soldier and witnessed by the company or detachment commander, will accompany the rolls. Should a man desire to deposit a sum greater than his pay his company commander will see that a proper check, postal order, or express order accompanies his deposit book; if neither check nor order can be obtained the company commander will send the money by registered mail at public expense, verifying the amount and reporting it in a separate communication to the quartermaster. Deposit books will be returned to the company commander properly filled in for attestation.

1336. When a quartermaster has made an incorrect payment to an enlisted man, he will report the fact to the commander of the company in which the man is mustered, who will note the same on the next pay roll, that it may be corrected.

1337. Payments to enlisted men will be made on pay rolls except in those cases where entitled to commutation of quarters or commutation of heat and light when payment will be made on service records. This method of payment may also be used in the cases of enlisted men on detached duty away from their commands at places where there is no commissioned officer available to make the muster for pay, irrespective of whether they are entitled to commutation of quarters, or of heat and light. War Department Form No. 369 will be used in making payment to those enlisted men who are authorized to be paid on their service records. Payments to discharged soldiers will be made by quartermasters under the provisions of paragraphs 1375–1383. (*C. A. R., Nos. 28 and 55.*)

REENLISTED AND CONTINUOUS-SERVICE PAY.

1338. Any enlisted man honorably discharged at the termination of his first or any succeeding enlistment period who reenlists after the expiration of three months shall be regarded as in his second enlistment; and an enlistment shall

not be regarded as complete until the soldier shall have made good any time lost during an enlistment period by desertion or, in the case of enlistments made on or since May 11, 1908, by unauthorized absences exceeding one day, but any soldier who receives an honorable discharge for the convenience of the Government after having served more than half of his enlistment shall be considered as having served an enlistment period within the meaning of the act of May 11, 1908. Any enlisted man of the Army in active service on May 11, 1908, who had a prior service entitling him to reenlisted pay is entitled to credit for one enlistment period on account of such service regardless of whether on that date he was on a status of "entitled to reenlisted pay" or on a status of a certain year of continuous service.

1339. Any enlisted man honorably discharged at the termination of an enlistment period who reenlists within three months thereafter shall be entitled to continuous-service pay in addition to the initial pay provided by the act of May 11, 1908, as follows: Where the initial pay is $36 or more a month, an increase of $4 monthly pay for and during the second enlistment, and a further monthly increase of $4 for and during each subsequent enlistment up to and including the seventh enlistment. Where the initial pay is $18, $21, $24, or $30, an increase of $3 monthly pay for and during the second enlistment, and a further monthly increase of $3 for and during each subsequent enlistment up to and including the seventh. Where the initial pay is $15 and $16, an increase of $3 monthly pay for and during the second and third enlistments each, and a further monthly increase of $1 for and during each subsequent enlistment up to and including the seventh. After the seventh enlistment the pay shall remain as in the seventh enlistment.

1340. Any private, first class, of engineers, ordnance, Quartermaster Corps, Signal Corps, and Medical Department, trumpeters, musicians of Infantry, Artillery, and engineers, or private of the Quartermaster Corps, Medical Department, Cavalry, Artillery, Infantry, and Signal Corps, or private, second class, engineers and ordnance, honorably discharged at the termination of his first enlistment period who reenlists within three months of the date of such discharge, shall, upon reenlistment, receive an amount equal to three months' pay at the rate he was receiving at the time of his discharge. (*C. A. R., No. 55.*)

CERTIFICATE OF MERIT.

1341. A certificate of merit granted to an enlisted man for distinguished service entitles him, from the date of such service, to additional pay at the rate of $2 a month during military service, whether as an enlisted man or as an officer, although such service may not be continuous, and is payable in full to a retired enlisted man.

ADDITIONAL PAY TO ENLISTED MEN.

1342. The 20 per cent allowed by law to enlisted men serving beyond the limits of the United States and Territories contiguous thereto, except the Canal Zone, Panama, or Hawaii or Porto Rico, is payable from date of departure from the United States until date of return thereto; but enlisted men entitled to this increase are not entitled to receive extra-duty pay.

1342½. An enlisted man of the Aviation Section of the Signal Corps announced in special orders with the rating of aviation mechanician, or as on duty requiring him to participate regularly and frequently in aerial flights, under the terms of the act of Congress approved July 18, 1914, is entitled to the

additional pay authorized by such act. For troops, serving in the Hawaiian and Philippine Departments, such special orders will be issued by department commanders; for those serving in the Panama Canal Zone, by the commanding general of the troops there; for all others, by the War Department. The following conditions will govern:

The order will specify the date on which the rating became effective or the duty to participate regularly and frequently in aerial flights commenced, and a subsequent order the date on which such rating or duty terminated.

The following notations will be made on the first pay rolls on which the names of such men appear: "Due soldier 50 per cent increase from ———, 191–; rated as aviation mechanician ———, 191–, per paragraph —, S. O. No. —, W. D., 191–"; or, "Due soldier 50 per cent increase from ———, 191–; on duty requiring him to participate regularly and frequently in aerial flights per paragraph —, S. O. No. —, W. D., 191–."

The following notations will be made on subsequent pay rolls as long as such rating and additional pay are authorized: "Due soldier 50 per cent increase, aviation mechanician"; or "Due soldier 50 per cent increase, aerial flyer."

When an enlisted man ceases to be entitled to rating or additional pay, notation of the date when such rating or additional pay terminated and of the number, source, and date of the order announcing such termination will be made on the proper pay roll.

When an enlisted man reenlists on the day following the day of his discharge his rating or additional pay will be continued in force as long as his duty warrants such rating, or additional pay under the terms of the act of July 18, 1914.

It is the duty of the commander of an aviation station or aeronautical organization in the field to recommend the issue of orders announcing the commencement and termination of rating or additional pay of enlisted men of his command. No enlisted man will be continued on such duty except as authorized by the act of July 18, 1914. (*C. A. R., No. 51.*)

1343. An enlisted man who qualifies hereafter as gunner in the Coast Artillery Corps is entitled to $3 a month if he be a first-class gunner, and $2 a month if he be a second-class gunner, in addition to his pay, from the date of qualification until the next opportunity to requalify, or for one year if no opportunity for requalification is presented within that year, provided that during that time he does not attain a higher qualification and that he continues to be a member of the Coast Artillery Corps, or reenlists in that branch of the service within three months from date of discharge therefrom.

The fact of qualification will be published in coast defense command orders, which will give the date of actual qualification from which the soldier is entitled to the additional pay. The fact of the qualification of Coast Artillery enlisted men not assigned to coast defense commands will be published in department orders.

Notation will be made on the pay rolls as follows: The first roll on which the soldier is mustered for and paid the additional pay will give the date of actual qualification, and the number, date, and source of the order in which such qualification is announced. Subsequent rolls will set forth the date of original qualification, thus: "First-class gunner, May 15, 1915." In case of failure to requalify during the next regular annual gunners' examination, or within one year, the last roll on which an enlisted man is entitled to additional pay should show the date on which qualification ceases.

In case the soldier is discharged before his qualification has been published in orders, notation will be made on the final statement of the fact and date of qualification and that orders announcing such qualification have not been received. Such notation will authorize the payment of the amount due the

soldier as additional pay; and if such additional pay is due for a period prior to the date to which last paid that fact must be shown.

Except in case of urgent necessity, a furlough will not be granted to a soldier when his absence would prevent him from being examined at the regular gunners' examination.

An enlisted man of the Coast Artillery qualified and rated as a plotter, an observer, first class, a casemate electrician, or a coxswain is entitled to $9 a month, and as a gun pointer, gun commander, observer, second class, chief planter or chief loader, to $7 a month, in addition to his pay.

The first pay roll on which a soldier is mustered for additional pay by reason of having been appointed to a rated position will set forth the date of such appointment, and the number, date, and source of the order announcing the same. Subsequent rolls will simply show the rated position held, as "planter," "chief loader," and when disrated the date thereof will be given. If disrated before his appointment expires by limitation, he reverts to a status of being entitled to pay as first-class gunner, and remarks should be entered on the pay roll as herein provided for first-class gunners.

No enlisted man shall receive at the same time additional pay for more than one of the classifications named in this paragraph and in paragraphs 1344 and 1345. (*C. A. R., Nos. 1, 43, and 54.*)

1344. An enlisted man who qualifies hereafter as gunner in the Field Artillery is entitled to $3 a month if he be a first-class gunner, and $2 a month if he be a second-class gunner, in addition to his pay, from the date of qualification until the next opportunity to requalify, or for one year if no opportunity for requalification is presented within that year, provided that during that time he does not attain a higher qualification and that he continues to be a member of the Field Artillery or reenlists in that branch of the service within three months from date of discharge therefrom.

The fact of qualification will be published in orders issued by commanders empowered by regulations to issue orders for the appointment and promotion of noncommissioned officers. Such orders will give the date of actual qualification from which the soldier is entitled to the additional pay.

Notation will be made on the pay rolls as follows: The first roll on which the soldier is mustered for and paid the additional pay will give the date of actual qualification and the number, date, and source of the order in which such qualification is announced. Subsequent rolls will set forth the date of original qualification, thus: "First-class gunner, May 15, 1915." In case of failure to requalify during the next regular annual gunners' examination, or within one year, the last roll on which an enlisted man is entitled to additional pay should show the date on which qualification ceases.

In case the soldier is discharged before his qualification has been published in orders, notation will be made on the final statement of the fact and date of qualification, and that orders announcing such qualification have not been received. Such notation will authorize the payment of the amount due the soldier as additional pay; and if such additional pay is due for a period prior to the date to which last paid that fact must be shown.

Except in case of urgent necessity, a furlough will not be granted to a soldier when his absence would prevent him from being examined at the regular gunners' examination. (*C. A. R., Nos. 43 and 53.*)

1345. An enlisted man who qualifies hereafter as an expert rifleman is entitled to $5 a month, as a sharpshooter to $3 a month, and as a marksman to $2 a month, in addition to his pay, from the date of qualification until the next opportunity to requalify, or for one year if no opportunity for requalification is presented within that year, provided that during that time

he does not attain a higher qualification and that he continues to be a member of an organization armed with the rifle, in which qualification is authorized, or reenlists in such organization within three months from date of discharge therefrom. This provision applies also to a soldier who reenlists within three months after receiving an honorable discharge from the Marine Corps while holding a qualification as expert rifleman, sharpshooter, or marksman therein.

All enlisted men of a regiment of Infantry, Cavalry, or Engineers and of a mounted batallion of Engineers, who are required or authorized to fire the known-distance practice under the provisions of paragraph 89, Small Arms Firing Manual, 1913, are members of an organization armed with the rifle within the meaning of this paragraph.

The fact of qualification will be published in orders issued by commanders empowered by regulations to issue orders for the appointment and promotion of noncommissioned officers, or in exceptional cases by higher commanders, upon receipt of properly authenticated evidence as to qualification; such orders will give the date of actual qualification from which the soldier is entitled to the additional pay.

Notation will be made on the pay rolls as follows: The first roll on which the soldier is mustered for and paid the additional pay will give the date of actual qualification and the number, date, and source of the order in which such qualification is announced. Subsequent rolls will set forth the date of original qualification, thus: "Expert rifleman, May 15, 1915." In case of failure to requalify during the next regular season or within one year, the last roll on which an enlisted man is entitled to additional pay should show the date on which qualification ceases.

Qualification can not be made in the Coast Artillery Corps nor in bands of any arm.

In case the soldier is discharged before his qualification has been published in orders, notation will be made on the final statement of the fact and date of qualification and that orders announcing such qualification have not been received. Such notation will authorize the payment of the amount due the soldier as additional pay; and if such additional pay is due for a period prior to the date to which last paid, that fact must be shown.

Except in case of urgent necessity, a furlough will not be granted to a soldier during the regular season of target practice. (*C. A. R., Nos. 20, 43, and 47.*)

1345½. Enlisted men, Philippine Scouts, qualifying as expert riflemen, are entitled to $1.50 a month, those qualifying as sharpshooters to $1 a month, and those qualifying as marksmen to $0.50 a month, in addition to their pay, for the same periods and subject to the same conditions prescribed in paragraph 1345 for additional pay of enlisted members of other organizations armed with the rifle in which qualification is authorized. (*C. A. R., No. 37.*)

1346. In organizations in which the grade of mess sergeant is created by the act of Congress approved June 3, 1916, the men holding the grade of mess sergeant are entitled only to pay established for that grade. The arms of the service for which the act cited makes provision for mess sergeants are not entitled to have additional mess sergeants assigned or detailed thereto.

In the arms of the service for which the grade of mess sergeant is not provided men detailed as mess sergeants are entitled to the pay of the grades actually held and $6 per month additional pay under the act of Congress approved May 11, 1908. Detail of a mess sergeant is authorized, in addition, for each regularly established separate detachment mess of enlisted men, whether

of the line or staff corps, but no mess sergeant will be detailed for a detachment when the number of men habitually messed is less than 25, except upon special authority of the Secretary of War in each case. When the pay roll on which a soldier is mustered for additional pay as mess sergeant for a separate detachment mess does not on its face show that the number messed is 25 or more, no payment will be made of additional pay as mess sergeant unless the roll contains notation that the number of men habitually messed is not less than 25 or that the mess sergeant has been specially authorized by the Secretary of War. Mess sergeants in organizations not having the grade of mess sergeant will be detailed by the officer in immediate command of the company or detachment. Mess sergeants may be detailed from the grade of sergeant, first class, Medical Department, but only by special authority of the Surgeon General in each individual case, granted after consideration of evidence showing that such detail is necessary and for the best interests of the service. When organizations not having the grade of mess sergeant or detachments are merged into a general mess, mess sergeants will not be detailed. (*C. A. R., No. 51.*)

ALLOTMENTS.

1347. Every enlisted man absent on distant duty shall be allowed to allot such portion of his pay as he may desire for the support of his family or relatives, for his own savings, or for any other purpose, excepting that of obtaining an advance on his pay; but the allotment privileges to soldiers serving within the boundaries of the United States will be limited to the support of their families and relatives.

1348. As soon as possible after the receipt of an order for distant duty the commanding officers of troops, batteries, companies, bands, noncommissioned staff, Signal Corps, or Medical Department, or any other detachments affected by such order will prepare allotments on the prescribed blanks for all men of their organizations who desire to make the same. When executed these allotments will be forwarded by registered mail to the Quartermaster General, who will make acknowledgment thereof to the respective commanding officers, stating the names of the grantors and the amounts and periods of the allotments. (*C. A. R., No. 55.*)

1349. All allotments shall be executed in duplicate and witnessed by the respective commanding officers specified in paragraph 1348, one copy to be retained by said commanding officers and the other to be forwarded immediately to the Quartermaster General. Before witnessing an allotment such commanding officer shall, however, satisfy himself that the allotment is not made for the purpose of obtaining an advance on the soldier's pay. When a bank is designated as allottee, the immediate commanding officer of the grantor shall furnish the bank, at the same time that he furnishes the allotment roll to the Quartermaster General, with the signature of the grantor, and also inform the bank of the amount and period of allotment. Such commanding officer shall also, if possible, satisfy himself that the bank named has an existence. An allotment shall be made payable on the last day of each month and for a stated period. (*C. A. R., No. 10.*)

1350. On the death, discharge, or desertion of a soldier who has an allotment running, the allotment ceases. In such cases the immediate commanding officer will report as expeditiously as possible to the Quartermaster General, or in the Philippine and Hawaiian Departments to the department adjutants of those departments, the names of grantors whose allotments thus cease. In the Philippine and Hawaiian Departments, except in the case of deaths

which are otherwise reported, the department commanders will send by cable notification to The Adjutant General of the Army, who will at once notify the Quartermaster General. In case of forfeiture by sentence of a court-martial the stoppage of pay to meet the allotment, being a reimbursement to the United States of the amount paid the allottee, will take precedence of the forfeiture; when, however, the forfeiture is such that possibly it can not be stopped in full prior to the discharge of the soldier if the allotment is continued, the immediate commanding officer will report at once by mail to the Quartermaster General requesting a discontinuance of the allotment. Similar action will be taken when, due to reduction, to stoppages for clothing overdrawn, to continued misconduct, or to any reason, the soldier's available pay will not warrant the continuance of the allotment. The Quartermaster General will notify a soldier's immediate commanding officer of the fact of discontinuance of payment to the allottee and the last month's allotment paid. The stoppage of pay to meet the allotment will be continued until this notice is received, and the soldier will be credited on the next roll with any amount withheld in excess of amount paid the allottee. (*C. A. R., No. 10.*)

1351. When the grantor of an allotment desires it discontinued prior to the expiration of the period for which it was granted, the commanding officers specified in paragraph 1348 will prepare and transmit to the Quartermaster General, on the prescribed blank, the soldier's request for such discontinuance. This request must specify the month for which the last payment is to be made, but the stoppage of pay to meet the allotment should be continued until receipt from the office of the Quartermaster General of acknowledgment of request for discontinuance. If on receipt of the request for discontinuance of an allotment payment thereon has been made beyond the month specified, the Quartermaster General, in making acknowledgment, will state the date to which the allotment has been paid and direct the repayment to the soldier of any pay deducted in excess of the payments on the allotment.

When an allotment is to run for the full period for which granted, no request for discontinuance or notice of the expiration is necessary. (*C. A. R., No. 10.*)

1352. Payment to allottees shall be made by one or more quartermasters, to be designated by the Quartermaster General. Said disbursing officer shall, before making payment of such allotment, use due diligence in obtaining and making use of all information that may have been received in the War Department relative to the grantors of the allotments. (*C. A. R., No. 10.*)

1353. If an erroneous payment is made because of the failure of an officer responsible for such report to report, in the manner prescribed by the Secretary of War, the death of the grantor, or any fact which renders the allotment not payable, then the amount of such erroneous payment shall be collected by the Quartermaster General from the officer who fails to make such report, if such collection is practicable. (*C. A. R., No. 10.*)

1354. All allotments of pay of enlisted men that have been or shall be paid to the designated allottees, after the expiration of one month subsequent to the month in which said allotments accrued, shall pass to the credit of the disbursing officer who has made or shall make such payment.

1355. In case of the capture by the enemy of soldiers who have made allotments which may expire after their capture, the monthly payments of the same shall be continued until otherwise ordered by the Secretary of War.

1356. In case of the transfer of a soldier whose period of allotment still continues, all the data respecting said allotments shall be entered on his service record, and the commanding officer of the troop, battery, or company from which he is transferred shall at once report such transfer to the Quartermaster General. (*C. A. R., Nos. 10 and 55.*)

1357. The date, period, and amount of allotment shall be entered as a part of the soldier's record and also noted on each pay roll during the period of allotment. The discontinuance of an allotment shall be similarly entered and noted.

1358. When the grantor of an allotment is soon entitled to discharge and is so much in debt to the United States that it will require the whole or a part of his allotted pay to cancel his obligation, this allotment shall be terminated in the prescribed manner.

1359. Upon receiving information of the death of any person to whom an allotment is payable by him, the quartermaster properly designated to pay this allotment shall at once report this fact to the Quartermaster General, who shall forthwith inform the grantor's immediate commanding officer. (*C. A. R., No. 10.*)

1360. When an allotment is discontinued, at the request of the person making it, before the expiration of the term for which it is granted, it shall not be renewed within that term except by permission of the regimental or post commander, on satisfactory reasons being given for such discontinuance and renewal.

DEPOSITS.

1361. An enlisted man, not on the retired list, may deposit his savings with any quartermaster in sums of not less than $5; the same to remain so deposited until final payment on discharge or until furloughed to the reserve. The quartermaster will furnish to each depositor a book in which each deposit, with the name of the depositor, date, place, and amount, in words and figures, will be entered in the form of a certificate, signed by the quartermaster and company commander. The transfer, pledge, or sale of a deposit book is prohibited.

Each company or detachment commander will keep in the soldier's service record an account of every deposit made by the soldier, and after each regular payment he will forward directly to the Quartermaster General a list of the names of the depositors, showing in each case the date, place, and amount of deposit and the name of the quartermaster who received it. Each report will be restricted to and will include only deposits with one quartermaster on a given date. These lists before transmittal will be examined and compared with the service record and the deposit book of the soldier, and attesting officers will see that the names are identical with the names as borne on the rolls.

Should a soldier who has made a deposit be transferred or desert, the fact will be promptly reported directly to the Quartermaster General by the officer in command of the company or detachment to which he belongs. There is no objection to deposits being made by Indian and Philippine scouts and by enlisted men of the Porto Rico Regiment of Infantry. (*C. A. R., Nos. 10 and 55.*)

1362. On the discharge of a soldier or on his being furloughed to the reserve, the date and amount, in words and figures, of each of his deposits will be entered upon his final statement, and his deposit book will be taken up by the quartermaster who pays him and filed with the voucher of payment. In case deposits are forfeited by desertion, the amounts of the same will be entered on the final statements under the head "Remarks," and the facts and authority for such forfeiture given.

1363. Before delivering final statements upon which deposits are credited, the officer signing them will ascertain whether the soldier has the deposit book; and, if so, instruct him to present it to the quartermaster. Should he claim to have lost it, the officer will cause his affidavit to that effect to be taken before he leaves the post and attached to the statement. The affidavit will clearly

state the circumstances attending loss of the book and show that the soldier has not sold or assigned it. Upon this evidence the quartermaster may pay and the responsibility for the correctness of amounts credited on the statement will rest with the officer certifying them.

1364. Quartermasters will not pay deposits except on final statements. When they are not paid the soldier should forward his deposit book or the evidence referred to in the preceding paragraph to the Quartermaster General. Enlisted men should be informed of the importance of preserving deposit books as the only certain means of insuring prompt repayment. (*C. A. R., No. 10.*)

1365. A soldier must draw his deposit when he is discharged or furloughed to the reserve. He can then renew it after reenlistment, and will be entitled to interest thereon from the date of such renewal. Failure to present the final statements leaves the money without interest until it is drawn and again deposited. A discharged soldier who desires, after reenlistment, to have all or a part of the money due to him on discharge deposited under the provisions of paragraph 1361, must furnish to the quartermaster who makes payment on his final statement a written order requesting that such part of the amount due thereon, as he may desire so deposited, be transferred to his new account. The quartermaster will file this order with the paid final statement as authority for this disposition of the money due to the soldier.

1366. For any sum of not less than $5 deposited for the period of six months or longer the soldier, when discharged or furloughed to the reserve, will be paid interest at the rate of 4 per cent per annum to date of discharge.

1367. On the death of a soldier each deposit, with amount, date, place, and quartermaster with whom deposited, will be noted in the inventory of his effects and on the accompanying final statement with which his deposit book will be filed.

1368. Both deposits and interest will be forfeited by desertion, but forfeiture of them can not be imposed by sentence of a court-martial.

They are exempt from liability (*a*) for debts due to individuals within the meaning of section 2, paragraph 1370, (*b*) to meet a sentence of a court-martial imposing forfeiture of pay or allowances, and (*c*) for the soldier's private debts.

Deposits and interest are not exempt from liability for debts due to the United States. (*C. A. R., No. 41.*)

1369. If an enlisted man deposits money with the company or post commander, the same to be applied for purchase of his discharge, the officer will immediately upon receipt of order for discharge of the man forward the money to a quartermaster for deposit and send to the Quartermaster General the usual notification of deposit. On the return of the deposit book by the quartermaster the soldier will be discharged and a final statement furnished to him, with notation of the deposit thereon, thus showing on its face the total credit of the soldier, which must in every case be sufficient to cover all indebtedness to the United States. (*C. A. R., No. 10.*)

FORFEITURES AND DEDUCTIONS.

1370. Authorized stoppages will be entered on the pay rolls and deducted at times of payment in the following order:

1. Reimbursements to the United States.
2. Reimbursements to individuals, as the quartermaster or post exchange, for instance.
3. Forfeitures for desertion and fines.

Articles of camp and garrison equipage must be charged on the pay rolls as such, and other articles of quartermaster stores or property must be enumerated and the price stated in the column of "Remarks" in order that the proper appropriation may be credited therewith.

Notwithstanding a sentence contemplates payment of a stated sum to a soldier upon his release from confinement, it can not be made unless there is a sufficient balance to his credit after all authorized stoppages are deducted. (*C. A. R., No. 55.*)

1370½. A sentence imposing forfeiture of a part of pay for a month or number of months means the forfeiture of the part of the pay, as specified, for each month. If the sentence does not indicate any particular date when the forfeiture shall commence, it will begin with the date from which pay has accrued since last payment; except that when stoppages of the nature specified in sections 1 and 2 of paragraph 1370 stand against the soldier, the forfeiture will not begin until such stoppages have been satisfied. The rate of soldier's pay during the period over which the forfeiture is actually applied will govern the rate of the forfeiture. (*C. A. R., No. 55.*)

1371. Officers and enlisted men in arrest and confinement by the civil authorities will receive no pay for the time of such absence; if released without trial, or after trial and acquittal, their right to pay for the time of such absence is restored.

A soldier awaiting result of trial will not be paid before the result is known. (*C. A. R., No. 55.*)

PAY OF DESERTERS.

(See Article XIX.)

1372. An enlisted man charged with desertion will not receive pay until his offense has been investigated by a court-martial, or he has been restored to duty without trial, or the charge has been set aside as having been erroneously made.

1373. Every deserter forfeits all pay and allowances due at the date of desertion. Such forfeited pay and allowances will be used to satisfy authorized stoppages due the United States at the date of desertion, and only the amount of such stoppages in excess of such forfeited pay and allowances will be collected from pay accruing after date of return to military control. The organization commander will enter the following data on the first pay roll after the return of a soldier to military control: A statement of his account at date of desertion, a statement of his new account opened after return to military control (the account at date of desertion and the account since return to military control being stated separately), the place and date of return to military control, and whether he surrendered or was apprehended. On subsequent rolls, until the result of the trial has been published or the case otherwise disposed of, will appear the remark, "Awaiting trial (or result of trial) for desertion; for statement of account see pay roll for ———, 191—." On the next roll following the final disposition of the case, and on subsequent rolls until paid, will appear a complete statement of the soldier's account, as indicated above, including the number, date, and source of the order announcing his return to duty, or the result of the trial. If, while absent in desertion, he fraudulently enlisted in another organization, the date to which last paid in such fraudulent enlistment and all stoppages due the United States at date of surrender or apprehension will be stated.

1374. No settlement of the pay account of any enlisted man will be made on the pay rolls until sufficient pay shall have accrued to satisfy all authorized stoppages and pay a balance to the soldier.

PAYMENT OF DISCHARGED SOLDIERS.

(See Article XXI.)

1375. Discharged soldiers and those furloughed to the reserve will be paid on final statements prepared in duplicate and furnished to them by their company or detachment commanders. Payment will be made only on presentation of both copies. Except when notified as prescribed in paragraph 155 quartermasters will not pay discharged soldiers and those furloughed to the reserve unless otherwise satisfied of the genuineness of the discharge papers and the identity of the claimants.

1376. Upon payment of the final statement of a soldier discharged or furloughed to the reserve, the quartermaster over his signature will indorse on the discharge or on the certificate of furlough to the reserve the amount paid, and will specify in the indorsement any item for which payment has not been made in full. This action will not be required when the final statement has been transferred in conformity with the provisions of paragraph 1383. The day of enlistment and the day of discharge or of furlough to the reserve will both be included in reckoning pay. (*C. A. R., Nos. 40 and 55.*)

1377. Quartermasters or other officers to whom a soldier who has been discharged or furloughed to the reserve reports the loss or nonreceipt by him of final statement to which he is entitled will report the fact to the Quartermaster General, with any evidence the soldier furnishes them in the matter. The Quartermaster General will transmit the evidence to the Auditor for the War Department. (*C. A. R., No. 10.*)

1378. When an enlisted man is discharged from the service, except by way of punishment for an offense, or is furloughed to the reserve, he shall receive 3½ cents a mile from the place of his discharge or furlough to the place of his acceptance for enlistment: *Provided*, That for sea travel on discharge or furlough, transportation and subsistence only shall be furnished to enlisted men: *And provided further*, That for the purpose of determining allowances for all travel of enlisted men on discharge or furlough, travel in the Philippine Archipelago, the Hawaiian Archipelago, the home waters of the United States, and between the United States and Alaska shall not be regarded as sea travel, but shall be paid for at the rates established by law for land travel within the boundaries of the United States.

When an enlisted man who was enrolled or mustered into the service of the United States is discharged, except by way of punishment for an offense, he shall receive the travel allowances stated above from the place of his discharge to the place of his enrollment or original muster into the service, at his option. (*C. A. R., Nos. 39 and 51.*)

1379. Quartermasters when paying final statements of soldiers discharged or furloughed to the reserve under foregoing conditions will include in such payments travel allowances from station to port of embarkation and from port of arrival in the United States to place of acceptance for enlistment or enrollment. (*C. A. R., No. 39.*)

1380. An enlisted man discharged for minority concealed at enlistment, or for other cause involving fraud on his part in the enlistment, is not entitled to pay and allowances, including those for travel, and will not receive a final

statement unless deposits are due him, in which case a final statement, containing a full statement of the soldier's accounts at date of discharge will be furnished.

1381. A soldier held in military custody under sentence of court-martial beyond his term of enlistment (except where dishonorable discharge is imposed) will be furnished with a final statement showing the actual date of discharge and the cause of detention. A soldier in the hands of civil authorities awaiting trial should, at the expiration of his term of service, be furnished with his discharge certificate and a final statement containing all necessary data for the quartermaster, giving date and cause of arrest and remarks "Not entitled to pay or clothing since date of arrest nor to travel pay unless acquitted or released without trial."

1382. Recruits are entitled to pay and allowances when discharged on certificates of disability. When discharged for any cause involving fraud on their part at enlistment, paragraph 1380 will govern.

1383. The transfer by an enlisted man of a claim for pay due on his final statement will be recognized only when made after discharge, or on being furloughed to the reserve, in writing, indorsed on the final statement, signed by the soldier, and witnessed by a commissioned officer or by some other reputable person known to the quartermaster. The person witnessing the transfer must indorse on the discharge or on the certificate of furlough to the reserve the fact of transfer of the final statement, and on the final statement the fact that such indorsement has been made on the discharge or on the certificate of furlough to the reserve. (*C. A. R., Nos. 40 and 55.*)

MISCELLANEOUS.

1384. An officer of the Quartermaster Corps will not give a receipt, except in the following cases:

1. For the transfer of money when the transfer is of cash.
2. For the money of a deceased soldier, deserter, or an escaped military prisoner.
3. For a stoppage authorized by the Secretary of War, for which the Quartermaster General may direct a receipt to be given.
4. For a refundment made by an officer on account of an overpayment made by a quartermaster.

A separate receipt will be given in each individual case.

In all other cases the person turning over or refunding money will deposit it in some authorized public depositary or transfer it to a disbursing officer of the department to which the money belongs. (*C. A. R., No. 10.*)

1385. When any officer or enlisted man on the active list of the Army dies from wounds or disease not the result of his own misconduct, his widow, or some other person duly designated by him, is entitled to receive, through the Quartermaster Corps, an amount equal to six months' pay at the rate such officer or enlisted man was receiving pay at the date of his death, less $75 in the case of each officer and $35 in the case of each enlisted man. Any residue of the sums thus reserved, after the expenses of interment have been met therefrom, will be paid subsequently to the same beneficiary. Each officer and enlisted man in service on the active list will file on the form furnished for that purpose by The Adjutant General of the Army the full name and address of the person to whom he wishes the half year's salary paid in the event of death, and he may also file on the said form the full name and address of the person to whom he wishes the half year's salary paid in the event of the death

of the first named beneficiary prior to the date of payment of the gratuity. The signature in every case will be witnessed and attested as required by the printed notes on the form. Should an officer or enlisted man desire to change a beneficiary previously designated by him and to make a new designation, he may do this by filling up and forwarding to The Adjutant General of the Army another blank of the prescribed form, properly signed, witnessed, and attested.

All officers when first appointed and all recruits, at the time of their enlistment, will make the prescribed designation which, for an officer, will be forwarded to The Adjutant General of the Army with the officer's letter accepting his commission, and for a recruit will be forwarded together with the recruit's enlistment paper to The Adjutant General of the Army, who will transmit all designations thus received to the Quartermaster General, in whose office all designations of beneficiaries under this regulation will be filed permanently. Designations duly made and filed will continue to be valid and sufficient, unless revoked as herein provided, as long as the officers or enlisted men making the designations continue upon the active list of the Army. (*C. A. R., No. 10.*)

ARTICLE LXXIV.

MEDICAL DEPARTMENT.

NOTE.—Regulations for the government of the Medical Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Surgeon General. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL PROVISIONS.

1386. The Medical Department is charged with the duty of investigating the sanitary condition of the Army and making recommendations in reference thereto, of advising with reference to the location of permanent camps and posts, the adoption of systems of water supply and purification, and the disposal of wastes, with the duty of caring for the sick and wounded, making physical examinations of officers and enlisted men, the management and control of military hospitals, the recruitment, instruction, and control of the enlisted force of the Medical Department and of the Nurse Corps, and furnishing all medical and hospital supplies except for public animals. (*C. A. R., No. 55.*)

1387. The surgeon of every post or command, under the direction of the commanding officer, will supervise its hygiene and recommend such measures as he may deem necessary to prevent or diminish disease. He will examine, at least once a month, the sanitary condition of the public buildings and grounds, the drainage, the sewerage, the condition of all sanitary appliances, including incinerators, sterilizers, filters, and odorless excavators, the amount and potability of the water supply, the character and cooking of the food, including the quality of the milk and the condition of the dairies from which it is obtained, and the character and causes of prevailing diseases and measures taken to prevent them. Immediately after such examination he will report thereon in writing to the commanding officer, noting also in the report the dates on which the prescribed physical inspections of the various organizations of the command were made, the number of new cases of venereal disease which appeared in the command, the ratio of the same per 1,000 of strength, and the number of venereal phophylactic treatments given, with such recommendations as he may deem proper. The commanding officer will forward the report, through military channels, to The Adjutant General of the Army, noting thereon his views and the action taken by him; and should he have deemed the action recommended by the surgeon impracticable or undesirable, he will state fully his objections. The

commanding officer will furnish the surgeon with a copy of his indorsement forwarding the report. Special sanitary reports will take the same course as the regular monthly sanitary reports. As far as practicable, intermediate commanders will correct sanitary defects, noting their action by indorsement.

Sanitary inspections of a general hospital or other establishment or organization of the Medical Department will be made under the direction of the medical officer in command, by a junior medical officer assigned to that duty, who will report in writing to the commanding officer. The latter will forward the reports through military channels to the Surgeon General, indicating his action by indorsement thereon. The commanding officer will keep an appropriate record of the reports and his indorsements. (*C. A. R., No. 25.*)

APPOINTMENTS.

1388. No person shall receive an appointment as first lieutenant in the Medical Corps unless he shall have been examined and approved by an Army medical board consisting of not less than three officers of the Medical Corps designated by the Secretary of War; and no officer of the Medical Corps below the rank of lieutenant colonel shall be promoted therein until he shall have passed an examination before an Army medical board consisting of not less than three officers of the Medical Corps designated as aforesaid, unless in case of an officer below the rank of major a board of review shall have pronounced him qualified for promotion after an adverse finding by an examining board. Any major of the Medical Corps on the active list of the Army who, at his first examination for promotion to the grade of lieutenant colonel in said corps, is found disqualified for such promotion for any reason other than physical disability incurred in the line of duty, will be suspended from promotion, and his right thereto will pass successively to such officers next below him in rank in said corps as may become eligible to promotion under existing law during the period of his suspension; and any major of the Medical Corps suspended from promotion, as hereinbefore provided, will be reexamined as soon as practicable after the expiration of one year from the date of the completion of the examination that resulted in his suspension; and if on such reexamination he is found qualified for promotion, he will again become eligible thereto; but if he is found disqualified by reason of physical disability incurred in the line of duty, he will be retired with the rank to which his seniority entitles him to be promoted; and if he is not found disqualified by reason of such physical disability, but is found disqualified for promotion for any other reason, he will be retired without promotion.

1389. Officers of the Medical Reserve Corps who apply for appointment in the Medical Corps of the Army may, upon the recommendation of the Surgeon General, be placed on active duty by the Secretary of War and ordered to the Army Medical School for instruction and further examination to determine their fitness for commission in the Medical Corps, but this will apply only to officers who have passed the preliminary examination for the Medical Corps. An officer of the Medical Reserve Corps ordered to active duty in the service of the United States for purposes other than that of attending the Army Medical School with a view to appointment in the Medical Corps of the Army will be subjected to a critical physical examination at the beginning of such active duty and again at the termination thereof. A complete record of both examinations will be filed in the Surgeon General's office as a part of the active service record of the officer. These examinations may be waived by the Surgeon General in the case of officers of the Medical Reserve Corps called into active service for temporary duty. (*C. A. R., No. 31.*)

CONTRACT SURGEONS, ACTING DENTAL SURGEONS.

1390. In emergencies civilian physicians may be employed as contract surgeons under contracts entered into by the Surgeon General of the Army with the approval of the Secretary of War. They are entitled to mileage, and when on duty at a post or station where quarters in kind are provided by the United States they will be entitled to the quarters allowed by regulation to a first lieutenant, including heat and light in kind. They are not entitled to the 10 per cent increase of pay for foreign service, nor to commutation of quarters, heat, or light. (*C. A. R., Nos. 12 and 51.*)

1391. Contract surgeons and acting dental surgeons are entitled to the same protection in their positions and the same respect and obedience from enlisted men as commissioned officers.

1392. Whenever the contract of a physician or dentist is annulled, the fact and date of annulment will be noted in writing on his contract, and when ordered to his home for annulment of contract, such fact will also be noted thereon by the officer under whose orders he may at the time be serving.

1393. Contract surgeons, on availing themselves of leaves of absence, must submit their contracts to the commanding officer of the post or station where serving, who will indorse thereon the date of commencement and duration of leave. The actual date of their rejoining from leave should also be noted on contract on return to post or station.

1394. The services rendered by a contract surgeon are not restricted to those of a purely professional character; on the contrary, his eligibility for duty is the same as that of a first lieutenant of the Medical Corps, except in so far as it is limited by the fact that he is not a commissioned officer. A contract surgeon, though not eligible for detail on courts-martial, may prefer charges against enlisted men and may be detailed on councils of administration, and as post treasurer, etc.; he may also witness payments to enlisted men under the provisions of paragraphs 1315 to 1337.

THE DENTAL CORPS.

1395. Contracts with acting dental surgeons will be made for three years, but may be annulled at any time by the commanding general of a department, or of a mobilized division after official investigation, for conduct to the prejudice of good order and military discipline, or by the Surgeon General when in his opinion a termination of the contract would be in the interests of the service.

1396. Dental surgeons and acting dental surgeons are a part of the Medical Department, and will be assigned to duty in accordance with the recommendations of the Surgeon General or the department or division surgeon.

A dental surgeon or an acting dental surgeon on duty with a military command is subordinate to the senior medical officer of the command and under his immediate control.

1397. When a dental surgeon or an acting dental surgeon reports for duty at a post the surgeon will assign a room in the hospital to him for use as an operating room, if one is available. If no room in the hospital is available, the post commander will provide a suitable operating room in one of the other post buildings.

Each dental surgeon or acting dental surgeon will ordinarily be allowed one enlisted man as an assistant, who will be detailed from the Medical Department, and whose duty it will be to assist the dentist in his operations, in caring for

the instruments and other public property, in keeping the records, and in the performance of such other official work pertaining to this position as he may be directed by the proper authority to do. An enlisted man of the Medical Department detailed as dentist's assistant and stationed in a city or town will be provided with a suitable room as quarters by the Quartermaster Corps, but when stationed at a post, in camp, or in the field he will be attached to the detachment of the Medical Department. (*C. A. R., No. 55.*)

1398. Members of the Dental Corps will serve free of charge all those entitled to free medical treatment by medical officers.

1399. Members of the Dental Corps will operate upon those entitled to their services. Materials issued by the Government will be expended only in operations upon those entitled to free services. Emergency work for officers and enlisted men will have precedence at all times over other work.

1400. Members of the Dental Corps will not perform any operation upon officers or enlisted men of the Army or prescribe medicines for them, other than those necessary for the treatment of the teeth and gums. This prohibition does not apply to cases of emergency, where no medical officer is within reach, and where a dental surgeon or an acting dental surgeon is able to render necessary surgical assistance to meet the immediate emergency.

1401. For plate work or for the filling of teeth of enlisted men the materials supplied by the Government will be used and no other, and members of the Dental Corps are forbidden to enter into any financial agreement with enlisted men involving an obligation for payment for silver, platinum, or gold used for filling cavities in teeth, for the construction of bridge work, for the fitting of crowns, the making of artificial dentures, or other dental work. Beyond the territorial limits of the United States, post commanders, upon receipt of written application by enlisted men, may authorize such enlisted men to receive from members of the Dental Corps any class of dental treatment which the best interests of the service may require. In such cases a deposit sufficient to cover the proper expenses involved will be made with the post commander by an enlisted man concerned when the application is made.

1402. Enlisted men requiring the services of the dentist at an hour prescribed by the commanding officer will be conducted to the designated place under a noncommissioned officer, who will take with him and hand to the dentist a list of those reporting for treatment.

1403. All cases requiring treatment involving future appointment will be so noted, and the others will be marked according to the circumstances, as "Treatment unnecessary," "Further treatment unnecessary," "Should be sent to surgeon," etc. When future treatment is necessary, the dentist will, in writing, using the form provided therefor, request the adjutant to direct the soldier to report for treatment at a time designated.

THE ENLISTED FORCE OF THE MEDICAL DEPARTMENT.

1404. The enlisted men of the Medical Department will perform all necessary hospital services in garrison, camp, or field (including ambulance service) under such officers of the Medical Department and assistants as may be detailed for that duty. (*C. A. R., No. 46.*)

1405. Master hospital sergeants are appointed by the Secretary of War on the recommendation of the Surgeon General, and hospital sergeants, sergeants first class, and sergeants are appointed by the Surgeon General, all after having passed a satisfactory examination as hereinafter prescribed. Corporals, lance corporals and privates first class are appointed on the recommendation of

their detachment or organization commanders—(1) by the Surgeon General, if serving with troops under the immediate supervision of the War Department; (2) by the department surgeon, or by the division surgeon of a mobilized division, if serving with departmental or divisional troops. Cooks are appointed by the commanding officer of a company or detachment of the Medical Department in such numbers as are allotted to the company or detachment by the Surgeon General or by the department or division surgeon by authority of the Surgeon General.

Master hospital sergeants, hospital sergeants, sergeants, first class, and sergeants are given warrants signed by the Surgeon General. Corporals are given warrants signed by the officer who appoints them. Ordinarily a warrant issued to a noncommissioned officer of the Medical Department confers grade under all assignments; but a limited warrant as sergeant, first class, sergeant, or corporal may be issued conferring grade for service only with a field hospital company, ambulance company, or company of instruction designated therein. Upon relief from assignment to such company a limited warrant ceases and determines, and the noncommissioned officer holding the same reverts to his previous grade in the Medical Department.

No person shall be designated for examination for appointment as master hospital sergeant, hospital sergeant, or sergeant, first class, except by written authority of the Surgeon General; nor for examination for appointment as sergeant except by written authority of the Surgeon General, if serving with troops under the immediate supervision of the War Department, or of the department surgeon or the division surgeon of a mobilized division, if serving with departmental or divisional troops. A candidate for appointment as master hospital sergeant must have served not less than 12 months as hospital sergeant or sergeant, first class, Medical Department, or as sergeant, first class, in the Hospital Corps. A candidate for appointment as hospital sergeant must have served not less than 12 months as sergeant, first class, Medical Department, or sergeant, first class, Hospital Corps. A candidate for appointment as sergeant, first class, must have served not less than 12 months as sergeant, Medical Department, or sergeant, Hospital Corps.

The examination of a candidate for appointment as master hospital sergeant, hospital sergeant, sergeant, first class, or sergeant will be conducted by a board of one or more medical officers at the station where the candidate is serving. If the number of medical officers deemed proper for the board is not available at the station of the candidate he will be sent to the nearest station where a board can be convened. When the examination is for a limited warrant, the commanding officer of the organization in which the candidate is to serve will constitute the board. In all cases the report of the board will be forwarded directly to the officer authorizing the examination. (*C. A. R., Nos. 29 and 46.*)

1406. Master hospital sergeants, hospital sergeants, and sergeants, first class, stationed at places where no post returns are made will make such personal reports as the Surgeon General may direct. (*C. A. R., No. 46.*)

1407. Master hospital sergeants, hospital sergeants, and sergeants, first class, except those of the latter grade holding limited warrants, though liable to discharge, will not be reduced, except by sentence of a court-martial. Sergeants, first class, holding limited warrants, sergeants, corporals, lance corporals cooks, and privates, first class, may be reduced by sentence of a court-martial, by the Surgeon General, by a department surgeon, or by the division surgeon of a mobilized division. (*C. A. R., Nos. 46 and 49.*)

1408. To test the capacity of privates, first class, and privates of the Medical Department for the duties of noncommissioned officers, the Surgeon General,

the department surgeons, and the division surgeons of mobilized divisions may appoint lance corporals, who will be obeyed and respected as corporals; but no detachment shall have more lance corporals at a time than enough to make the proportion of all noncommissioned officers present for duty one to four soldiers of the Medical Department in the grades of cook, private, first class, and private. Lance corporals are on the same footing regarding reduction as corporals. (*C. A. R., No. 46.*)

1409. The commander of an Army corps, or of a division or brigade acting independently, is charged with the full control of the transfer from the line, the enlistment, reenlistment, and discharge of enlisted men of the Medical Department of his command. (*C. A. R., No. 46.*)

1410. Original enlistments for the Medical Department are made in the grade of private. Master hospital sergeants, hospital sergeants, sergeants first class, sergeants, corporals, lance corporals, cooks, horseshoers, saddlers, farriers, mechanics, and privates first class, may be reenlisted in their respective grades and their warrants and appointments continued in force, provided they reenlist on the day following that of discharge. Any noncommissioned officer enlisted on or after the first day of November, nineteen hundred and sixteen, furloughed to the reserve upon the completion of three years in the active service with an excellent character, shall be permitted to reenlist in the organization from which furloughed with the rank and grade held by him at the time of his furlough if he reenlists within 20 days after the date of such furlough. In each case the soldier will reenlist at the place where his organization is stationed. Each enlistment and continuance will be noted on the warrant or appointment by the surgeon. Recruiting officers at general recruiting stations may accept applicants for enlistment or reenlistment in the Medical Department upon the authority of the Surgeon General and will be guided by his instructions in making the physical examination of such applicants. Applicants may be accepted with a vision of 20/70 in each eye correctible to 20/40 with glasses, provided that no organic disease exists in either eye. After enlistment recruits will be forwarded to such stations as may have been designated for them by the Surgeon General. (*C. A. R., Nos. 46 and 51.*)

1411. Enlisted men of the line, buglars excepted, may be transferred to the Medical Department as privates by the commander of a department or a mobilized division or separate brigade on the application of the surgeon of the post or command, forwarded through military channels. The application will be made on the form provided therefor. (*C. A. R., Nos. 46 and 51.*)

1412. Married men will not be enlisted as privates in or transferred to the Medical Department, and no enlisted man below the grade of sergeant, first class, who is married will be reenlisted therein without special authority. (*C. A. R., No. 46.*)

1413. Enlisted men of the Medical Department will not be required to attend ceremonies, except when directed by the commanding officer, and will ordinarily be inspected and mustered at the hospital. The forms of inspection will be in accordance with the prescribed drill regulations for the Medical Department. (*C. A. R., No. 46.*)

1414. To meet the requirements of epidemics or other emergencies and to fill vacancies enlisted men of the Medical Department may be transferred by a department commander between posts in his department, the quota of each post, as prescribed by paragraphs 1416 and 1417, not being permanently exceeded. (*C. A. R., No. 46.*)

1415. Accounts of pay and clothing of enlisted men of the Medical Department will be kept by the medical officer under whose immediate direction they

are serving. All such enlisted men casually at a post, camp, or other station are under the immediate orders of the surgeon, except prisoners, who will, however, be borne on the muster rolls, morning reports, and returns of the Medical Department detachment. If furloughed to the reserve or discharged their final statements will be prepared by the surgeon.

Upon the transfer of an enlisted man of the Medical Department from one sanitary formation to another his descriptive list will be closed by his immediate commander and a new list furnished to his new immediate commander. If there is no change in the soldier's military record or in his accounts of pay and clothing while under the new commanding officer, the latter may forward the list by wrapper, stating that there has been no such change, to the next successive commander, who may in turn do likewise, the conditions remaining the same, taking care, however, to use the original wrapper of transmittal. This procedure may be continued for successive transfers until there is a change in the soldier's status requiring entry in his military record or in his pay and clothing account, when a new list will be opened by the medical officer under whose command the soldier is when the change occurs. The medical officer preparing the new list will retain the old list for his protection. In case of subsequent transfer, the new list will be closed and filed and another list prepared and forwarded in the usual manner. (*C. A. R., No. 46.*)

1416. At every permanent military post there will be at least one noncommissioned officer of the Medical Department and an additional noncommissioned officer for every four enlisted men of the Medical Department of the grades of cook, private, first class, and private in excess of four. (*C. A. R., No. 46.*)

1417. At every permanent military post there will be at least four enlisted men of the Medical Department of the grades of cook, private, first class, and private; six when the strength of the garrison is 200; and two additional for every additional 100 of strength. They will be assigned by the surgeon to appropriate duties connected with the hospital service. (*C. A. R., No. 46.*)

1418. The number of enlisted men of the several grades of the Medical Department to be stationed at general hospitals, arsenals, engineer stations, and independent posts will be determined by the Surgeon General under the direction of the Secretary of War. (*C. A. R., No. 46.*)

1419. Special instruction in the methods of rendering first aid to the sick and wounded will be given to all enlisted men of the Signal Corps and of the line of the Army by their company officers for at least twelve hours in each calendar year.

1420. All enlisted men of the Medical Department will be instructed under the supervision of the surgeon in the duties of litter bearers, the methods of rendering first aid to the sick and wounded, and the various subjects pertaining to the sanitary soldier. (*C. A. R., No. 46.*)

1420½. Privates, first class, are eligible for ratings for additional pay as follows: As dispensary assistant, $2 a month; as nurse, $3 a month; as surgical assistant, $5 a month: *Provided*, That no enlisted man may receive more than one rating for additional pay under this regulation, nor may he receive any additional pay under such rating unless he shall have actually performed the duties for which he shall be rated. These ratings will be made, upon the recommendation of the detachment or organization commander, (1) by the Surgeon General, if the men are serving with troops under the immediate supervision of the War Department; (2) by the department surgeon, or by the division surgeon of a mobilized division, if serving with departmental or divisional troops. (*C. A. R., No. 46.*)

NURSE CORPS (FEMALE).

1421. Army nurses will be appointed and discharged by the Surgeon General with the approval of the Secretary of War. They will be assigned to duty at hospitals under the direction of the Surgeon General.

1422. The superintendent of the Nurse Corps, under the direction of the Surgeon General, will have general supervision of the corps, and her duties and the duties of chief nurses and nurses shall be as prescribed by the Surgeon General.

1423. The services of army nurses will be afforded sick and wounded officers, enlisted men, and other patients in military hospitals. When traveling under orders on transports they will assist in the care of sick officers and enlisted men, under the direction of the transport surgeon.

1424. Members of officers' and enlisted men's families are not entitled to the services of army nurses, but in great emergencies and for the manifest interest of the service, nurses will care for such patients when so directed by the officer in charge of the hospital, a report of the fact being made in each instance to the Surgeon General through military channels.

1425. At places where the services of trained nurses are not otherwise obtainable, a nurse may, if she so desires, and with the approval of the officer in charge of the hospital, be granted a special leave, without pay and allowances, in order to take a private case, such leaves not to exceed sixty days.

1426. The pay, allowances, and privileges of nurses are specified by law, and they are forbidden to receive presents from patients, or from the relatives or friends of patients, for services rendered when on duty.

GARRISON AND FIELD SERVICE.

1427. Ambulances are vehicles provided for the service of the Medical Department. They will be furnished and repaired by the Quartermaster Corps. They will be used only for the following purposes: The transportation of the sick and wounded and the absolutely necessary nurses or attendants on duty therewith; the recreation of convalescent patients; the instruction of enlisted men of the Medical Department in the duties of the ambulance service; and in the field, in urgent cases, for the transportation of medical supplies. All persons are prohibited from using them, or requiring or permitting them to be used for any other purpose. Ambulances will always be subject to the call of the surgeon, in garrison, and of the medical officer on whom responsibility for the transportation of the sick devolves, in the field, whose duty it shall be to report to the commander of troops any violation of the above-mentioned provisions governing their use. When practicable, in garrison, they will be housed near the hospital. (*C. A. R., Nos. 8 and 55.*)

1428. Ambulances complete will be issued and classed as follows:

1. For mobile army troops, to accompany troops in the field.

2. For post purposes exclusively, e. g., for Coast Artillery stations, recruit depots, certain mobile army stations which would require ambulance service after withdrawal of mobile army troops therefrom, military prisons, supply depots, etc. Department commanders will see that such of these posts as require ambulance service are provided with ambulances which do not belong to the divisional or other sanitary train of the mobile army.

3. For general hospitals and for reserve supply.

Ambulances under class 1 will be furnished in numbers prescribed for war basis in Tables of Organization; under classes 2 and 3 the number of ambu-

lances to be supplied will be determined by the War Department on recommendation of the department commander as regards class 2, and of the Surgeon General as regards class 3. (*C. A. R., No. 8.*)

1429. At each post one or more privates of the detachment Medical Department will be designated by the surgeon as ambulance driver only for ambulances not belonging to organized ambulance companies. In addition to his other duties he will care for the ambulance, its equipment, and harness, and see that they are ready for immediate use; and in the field he will care for the animals also. In garrison, when it is necessary to use the ambulance for any transportation purposes, the commanding officer, on the application of the surgeon, will see that the requisite animals are provided by the quartermaster and placed at the disposal of the surgeon. At stations of organized ambulance companies, class 2 ambulances may be used for garrison ambulance service or the ambulance company may furnish the garrison ambulance service, at the discretion of the post commander. (*C. A. R., Nos. 8 and 55.*)

1430. Each company will be furnished with one hand litter, which will be kept ready for use at all times. It will be supplied by the Medical Department.

1431. Rescinded. (*C. A. R., No. 8.*)

1431½. Transportation assigned to mobile army troops for sanitary purposes is classed as follows:

1. The sanitary combat train. (A pack mule to carry equipment for the regimental aid station.) These pack mules are provided in time of peace and are assigned to the organizations indicated in the Tables of Organization. They will be placed at the disposition of the surgeon when needed for drill of enlisted men of the Medical Department in packing, and will habitually accompany the combat train of the organizations to which they are assigned, both in peace and war.

2. Ambulances of class 1, paragraph 1428. These are marked with the words "Sanitary Train ——— Division," and with the number of the ambulance company to which assigned. Ambulance companies operated in peace are equipped with their quota of ambulances, and the remaining ambulances of the divisional sanitary train are attached in time of peace to combatant organizations of the division by the department commander. Ambulances so attached are available for garrison service in peace when required, as well as ambulances of class 2, and will be cared for by ambulance drivers designated by the surgeon. When the division is assembled, these ambulances accompany the organizations to which attached, join the companies to which they are assigned, and complete the ambulance equipment of the sanitary companies not operated in time of peace.

3. Wagons pertaining to the divisional sanitary train. These will be marked with the words "Sanitary Train ——— Division" and the number of the company to which assigned. Companies belonging to the sanitary train which are operated in peace are equipped with their quota of wagons. In addition, wagons of the divisional sanitary train are attached to combatant organizations, as prescribed in Tables of Organization, for the transportation of the camp infirmary. When the division is assembled these wagons accompany the organizations to which attached and join the sanitary companies to which assigned. (*C. A. R., Nos. 8 and 55.*)

1432. Commanding officers will inspect ambulances, litters, and other field sanitary matériel at each monthly inspection and see that the equipment is complete and in serviceable condition. When practicable, the ambulance fully equipped for service, with the animals attached, and the pack mule carrying the sanitary equipment pertaining to the sanitary combat train, will be presented for inspection. (*C. A. R. No. 8.*)

1433. Medical Department enlisted personnel is classified as follows:

1. That portion attached to combatant organizations.

2. That portion assigned to units of the divisional sanitary train and to administrative offices in the field.

3. That portion assigned to the service of the interior for service in war, which should include only the minimum of trained men.

All men of the Medical Department will be carried on muster rolls and returns of the Medical Department, under "Remarks," as attached to a definite combatant organization, or as belonging to a unit of class 2, or to class 3. Department commanders will determine, on recommendation of the department surgeon, the number of men at each post or station to be assigned to each class, within the limits prescribed in Tables of Organizations, and the individual men will be assigned to their respective classes and those of class 1 attached to organizations of mobile troops by the post commander on recommendation of the surgeon. All papers of enlisted men of the Medical Department of classes 1 and 2, required when sanitary personnel accompanies troops to which attached, will be prepared in advance so far as practicable. Medical officers assigned to stations of mobile army troops, except those on duty with ambulance or field hospital companies, will be similarly attached to organizations by the post commander on recommendation of the surgeon. Combatant organizations will carry attached sanitary troops in red ink on their muster rolls and returns. (*C. A. R., Nos. 8 and 55.*)

1434. Rescinded. (*C. A. R., No. 30.*)

1434½. Surgeons of posts will keep on hand horse equipments furnished by the Ordnance Department for the use of enlisted men of the Medical Department under their command who are authorized in Tables of Organization to be mounted in war. At all posts where there are Cavalry troops, or a Field Artillery headquarters detachment, or Infantry mounted orderlies, or a field hospital company or an ambulance company, these men of the Medical Department who are authorized to be mounted in peace will be reported to a troop or mounted detachment commander for instruction in equitation, under instructions published from time to time by the War Department. (*C. A. R., Nos. 8 and 55.*)

1435. Rescinded. (*C. A. R., No. 8.*)

1435½. On receipt of orders directing a movement of troops of the mobile Army with attached sanitary personnel, the Medical Department personnel of class 1 attached to those troops, together with the drivers of ambulances and wagons attached, will report for duty to the organization commander, and, while absent, will be carried as on detached service, unless another status is specified in orders. When the troops again come under the jurisdiction of a post commander, the attached sanitary personnel will report to the surgeon of the post for garrison duty. Property pertaining to the sanitary service, required by an organization temporarily detached from its station, will be issued by the surgeon to the senior medical officer accompanying the organization, on memorandum receipt. (*C. A. R., No. 8.*)

1436. Field hospitals and ambulance companies will be considered organizations of the mobile Army and, except as to medical supplies, will be supplied, instructed, and disciplined and the affairs thereof administered as is provided by the Army Regulations for other organizations of the mobile Army. (*C. A. R., No. 8.*)

1437. No person, except the proper medical officers or the officers, noncommissioned officers, and privates of the ambulance service, or such persons as may be specially assigned by competent military authority to duty therewith,

will be permitted to take or accompany sick or injured men to the rear, either on the march or elsewhere.

1438. For service in campaign against uncivilized tribes, or under other circumstances which justify the expectation that their rights under the Geneva Convention will not be respected, commanding officers will issue to the commissioned and enlisted personnel of the Medical Department pistols or other available firearms for their own defense and for that of the sick and wounded under their charge. To ambulance companies and field hospital companies there will be issued such number of pistol equipments as may be prescribed in equipment orders or manuals for equipping the enlisted personnel when required, as authorized by the Geneva Convention, and for the performance of their own interior guard duty. (*C. A. R., No. 36.*)

GENERAL HOSPITALS.

1439. General hospitals will be under the exclusive control of the Surgeon General and will be governed by such regulations as the Secretary of War may prescribe. The senior medical officer on duty therein will command the same and will not be subject to the orders of local commanders other than those of territorial departments to whom specific delegation of authority may have been made. The commanding officer of a territorial department may order to any general hospital located within the limits of his department and to the General Hospital at Fort Bayard, N. Mex., any cases of sickness and injury among officers and enlisted men under his command that are appropriate for treatment at such hospital. Officers and enlisted men on the active list of the Army who shall have been transferred to a general hospital for treatment only will, when fit for duty, be returned to their proper posts or commands by the commanding officer of the hospital, unless he shall have been otherwise instructed. Upon request of the commanding officer of the Letterman General Hospital, Presidio of San Francisco, Cal., the commanding general, Western Department, will issue the necessary travel orders for patients from that hospital recommended for treatment at the General Hospital at Fort Bayard. (*C. A. R., No. 39.*)

1440. Hospital transports, boats, and railway trains, after being properly assigned as such, will be exclusively under the control of the Medical Department, and will not be diverted from their special purposes by orders of local or department commanders or officers of other staff corps.

1441. The Army and Navy General Hospital, Hot Springs, Ark., is under the direction of the Secretary of War, and is devoted to the treatment of the officers and enlisted men of the military and naval service of the United States, cadets at the United States Military and Naval Academies, officers of the Revenue-Cutter Service, officers of the Public Health Service, and honorably discharged soldiers and sailors of the Regular and Volunteer Army and Navy of the United States for such diseases as the waters of the Hot Springs of Arkansas have an established reputation in benefiting.

1442. Admission to this hospital is restricted to those of the above-named classes who require medical treatment in the following order of preference: (1) Officers and enlisted men of the Army, the Navy, and the Marine Corps on the active lists and cadets at the United States Military and Naval Academies; (2) officers and enlisted men of the Army, the Navy, and the Marine Corps on the retired lists; (3) officers of the Revenue-Cutter Service and of the Public Health Service; (4) honorably discharged soldiers and sailors of the Regular and Volunteer Army and Navy of the United States may also be admitted by authority of the Surgeon General when there are vacant beds in the hospital.

1443. The ration of enlisted men of the Army on the active list while under treatment and the ration of members of the Nurse Corps while on duty in this hospital will be commuted at the rate of 40 cents a ration, to be paid to the surgeon in charge by the post quartermaster or by such officer of the Quartermaster Corps as may be designated, conformably to the regulations governing the subsistence of patients and nurses at other Army hospitals. The ration of the enlisted men of the Army on duty at this hospital will be commuted at the rate of 40 cents a ration, to be paid to the men by the quartermaster upon their individual receipts, conformably to the regulations governing such payments in other Army cases. The subsistence of enlisted men of the Navy and of the Marine Corps on the active list under treatment in this hospital in pursuance of orders will be paid for to the surgeon in charge at the rate of 40 cents a day by the proper officer of the Navy Department, upon monthly statements of amounts due certified by the Surgeon General of the Army to the Surgeon General of the Navy through the prescribed channels. (*C. A. R., No. 45.*)

1444. Enlisted men of the Army, the Navy, and the Marine Corps on the retired list and honorably discharged soldiers and sailors of the Regular and Volunteer Army and Navy of the United States will pay for subsistence at the rate of 40 cents a day.

1445. The General Hospital at Fort Bayard, N. Mex., is under the direction of the Secretary of War and is set apart as a sanitarium for the treatment of officers and enlisted men of the Army suffering from pulmonary tuberculosis.

1446. Officers and enlisted men on the active list of the Army in suitable cases, as determined by the commanding officer of the territorial department under whose command they are serving, or by the War Department if serving at posts or stations that are exempted from the control of department commanders, upon the recommendation of the proper medical officers, may be ordered to the General Hospital at Fort Bayard, N. Mex., for treatment. No enlisted man will be recommended for transfer to Fort Bayard unless he is willing if discharged to remain at that hospital for treatment as a beneficiary of the Soldiers' Home for a period of three months from admission thereto. Soldiers suffering from pulmonary tuberculosis who do not desire treatment at that hospital will be recommended for discharge on certificates of disability.

An enlisted man who is sent to Fort Bayard for treatment, or his attendant if he has one, will be furnished by the commanding officer of his post or station with an official telegram blank, and will be instructed to telegraph from Deming, N. Mex., to the commanding officer of the hospital, reporting the train upon which the patient may be expected to arrive.

Authority for the transfer to the Army and Navy General Hospital at Hot Springs, Ark., of officers and enlisted men on the active list of the Army, except those serving under the command of the commanding officer of the territorial department in which the hospital is situated, will be applied for in each case to the War Department. Department commanders, however, need not forward to the War Department applications for such transfer which do not meet their approval.

No enlisted man who is unfitted for military service by reason of a disability that is not curable within a reasonable time so as to enable him to return to full duty, will be recommended for treatment at the Army and Navy General Hospital. In such cases discharge on certificates of disability will be recommended.

The recommendation of the medical officer for transfer to either of these hospitals for treatment, together with a full medical report of the case and a certificate by the medical officer stating the disability for which he recommends

the transfer of the case to the hospital selected and his opinion that treatment in that hospital will conduce to the more rapid recovery of the patient, will be forwarded through military channels to the authority competent to order the patient to the hospital selected. In case of necessity such authority may order an attendant to accompany the patient and return to such attendant's proper station on completing the duty, but care should be taken not to send any patient to either of these hospitals when travel would be dangerous or injurious to him.

The medical officer who certifies a case for transfer for treatment to either of these hospitals will be held responsible for the proper selection of the case, for the correctness of the diagnosis made therein, and for recommending at the proper time the transfer of the patient to the hospital selected.

Retired officers of the Army may apply directly to The Adjutant General of the Army for permission to enter these hospitals, the application in each case to be accompanied by the medical report and certificate hereinbefore prescribed for officers on the active list.

SERVICE IN HOSPITALS.

1447. The surgeon is charged with the management and is responsible for the condition of the hospital, which will be at all times subject to inspection by the commanding officer. The surgeon will inspect the hospital every morning, and on Saturday will also inspect the detachment of the Medical Department. (*C. A. R., No. 55.*)

1448. The surgeon will assign his assistants and the enlisted men of the Medical Department to duty and report them on the muster rolls in the capacity in which they are serving. With the approval of the commanding officer, he will also appoint the matrons. (*C. A. R., No. 55.*)

1449. Hospital matrons will be allowed at hospitals at posts and arsenals in numbers to be fixed by the Surgeon General.

1450. Patients will, if possible, leave their arms and accouterments with their companies.

1451. Whenever a soldier is detached from his company or other organization or station for treatment or observation by and under control of officers of the Medical Department, his company or other immediate commander will send the soldier's service record directly to the medical officer in charge of the hospital or other place to which the soldier is or has been sent. If the service record is not received by such medical officer in due time, he will make a direct call upon the proper officer to furnish it. The service record of the soldier will be transmitted by indorsement to the several officers under whose charge he comes in the course of subsequent transfers, should such ensue, from hospital to hospital, by hospital ships, hospital trains, or otherwise, or when he is sent to an organization or station for duty. In case the soldier is returned or sent to, or receives a furlough at the expiration of which he is to return to or join, a particular company or other organization or station, the service record will be sent directly to the immediate commander of such company or other organization or station.

Whenever a soldier detached from his company or other organization or station and under control of the Medical Department passes out of that control, his service record will be forwarded at once by the responsible officer as follows: (*a*) In case of discharge, death, retirement, capture, desertion, return to duty, or upon receiving a furlough at the expiration of which the soldier is to return to his company or other organization or station, or upon being dropped, to the soldier's company or other immediate commander; (*b*) in case of transfer

to another company or other organization or station, to the immediate commander of the company or other organization or station to which the soldier is transferred; (*c*) in case of transfer to the Government Hospital for the Insane, to The Adjutant General of the Army.

In the cases of soldiers detached from their companies or other organizations or stations and under the control of the Medical Department action will be taken by the proper medical officers as follows: If a soldier is discovered to be a deserter from the Navy or Marine Corps, paragraph 133 will be complied with; if a soldier is discharged, a final statement will be furnished to him; if a soldier dies, paragraph 162 will be complied with. (*C. A. R., No. 55.*)

1452. Sick or wounded soldiers, discharged while in hospital, will be entitled to medical treatment in hospital, and to the usual ration during disability, or for the period considered proper for them to remain under treatment, but a discharged soldier who has left the hospital will not be readmitted except upon the written order of the commanding officer.

1453. Recently discharged soldiers, needing hospital treatment, who arrive in New York City, San Francisco, or other port on Government transports, may be sent to one of the military hospitals in the vicinity, and rations in kind drawn for them while undergoing treatment.

1454. Tents, clothing, hospital furniture, and other stores used in the treatment of contagious diseases will be disinfected or burned upon the recommendation and under the supervision of a medical officer.

1455. The Secretary of War may, on the recommendation of the Surgeon General, order gratuitous issues of clothing to soldiers who have had contagious diseases, and to hospital attendants who have nursed them, to replace articles destroyed by order of the proper medical officer to prevent contagion.

1456. Medical officers in charge of hospital property will not permit it to be used for other than hospital purposes.

1457. Civilian employees at military posts, including the employees of post exchanges, may be furnished the medical supplies prescribed for them by a medical officer under such regulations as the Surgeon General may establish in accordance with law.

1458. A civilian employee on duty at a station where other than Army medical attendance can not be procured is entitled, when necessary, to admission to hospital.

1459. A civilian seaman or river boatman will be admitted to an Army hospital only on permit issued by a medical officer of the Public Health Service or by a customs officer, unless his condition demands immediate relief, when in the discretion of the post commander he may be admitted in advance of the receipt of the permit. Officers and enlisted men of the Organized Militia while attending national rifle contests or joint camps of instruction will be admitted to field hospitals of the Army on the approval, respectively, of the executive officer of the national matches or the commanding officer of the joint camps of instruction. Members of the families of officers and enlisted men requiring hospital treatment or isolation will be admitted to Army hospitals when suitable accommodations for their care are available. Other civilians not in the public service will be admitted to hospital only in cases of extreme necessity, and by permission of the commanding officer on the written application of the surgeon. Their food will be purchased from the hospital fund when they have the means to reimburse that fund for such purchases. In cases of destitution rations may be issued to them under the conditions laid down in paragraph 1219.

1460. Hospital charges at the Army and Navy General Hospital, Hot Springs, Ark., and at the General Hospital at Fort Bayard, N. Mex., are governed by special regulations made from time to time. Subsistence charges for patients in other Army hospitals, except field hospitals, will be as follows: For retired enlisted men of the Army, Navy, and Marine Corps, for enlisted men of the Navy and Marine Corps, and for civilians on the footing of enlisted men, 40 cents a day; for officers of the Army, $1 a day; for officers of the Navy, including warrant officers, and of the Marine Corps, and for civilians on the footing of officers, $1.25 a day. In field hospitals the subsistence charges for the above classes will be 30 cents a day, 50 cents a day, and 60 cents a day, respectively. When necessary to protect the hospital fund at posts in Alaska against actual loss the post commanders may prescribe an additional charge for each such patient not to exceed 25 cents a day. The money received for subsistence charges will be accounted for with the hospital fund.

A medicine charge of 25 cents a day will be made for all patients in Army hospitals who are not entitled to medical care and treatment at the cost of Army appropriations, including officers and enlisted men of the Navy and Marine Corps, civilian employees and civilians, the money received therefor to be deposited in the Treasury of the United States to the credit of the proper appropriations and to be accounted for in due form accordingly.

The surgeon will determine in each case, subject to instructions from higher authority, whether civilian patients shall be on the footing of enlisted men or of officers.

Subsistence charges will be made for officers and enlisted men of the Organized Militia admitted to field hospitals of the Army under paragraph 1459, at the rate of 50 cents a day and 30 cents a day, respectively, to be accounted for with the hospital fund, and medicine charges at the rate of 25 cents a day to be deposited to the credit of the proper appropriations. The subsistence charges for enlisted men and the medicine charges for officers and enlisted men will constitute charges against the allotments, under section 1661, Revised Statutes, to the State, Territory, or District of Columbia, to the militia of which the patients respectively belong.

1461. Officers and civilian employees of the Army should pay their indebtedness for hospital charges before leaving the hospital, or promptly at the end of every month if they then continue in the hospital.

If the hospital charges against an officer are not paid by the fifth day of the month immediately following that in which they were incurred, the commanding officer of the hospital will forward a statement of the indebtedness, through military channels, to the Surgeon General, for the action required by paragraph 1308.

A civilian employee who is unable to pay his hospital charges at the prescribed time will give a certificate of his indebtedness, in triplicate, on Form 49 A, Medical Department (marking one number "original," one "duplicate," and the third "triplicate"), to the commanding officer of the hospital, who will designate by indorsement thereon the officer to whom the amount of the indebtedness should be remitted, and will forward the original and duplicate at once through proper channels to the officer under whom the employee is serving, retaining the triplicate for his own files. The employing officer will refer the certificate to the quartermaster or disbursing officer who is to pay the employee, and such quartermaster or disbursing officer will deduct the amount of the indebtedness from the pay due, and will remit the amount so deducted to the officer designated to receive it. When an employee who is indebted for hospital charges dies before the indebtedness is settled, the commanding officer

of the hospital will prepare an account thereof in duplicate certifying the same to be correct, and will forward one number to the employing officer for his information and guidance, and the second number, through the Surgeon General, to the Auditor for the War Department, retaining a copy for his own files. Should a certificate of the indebtedness have been given previously all the numbers thereof will be assembled and forwarded with the account for the auditor. Ordinarily the commanding officer of the hospital where the employee was cared for will be designated as the officer who is to receive the amount of the indebtedness. But when the hospital is about to be or has been closed the department surgeon having jurisdiction over it should be designated to receive the remittance; or if the field army or independent division, or the territorial department, under which the charges were incurred, is about to be or has been disbanded or discontinued, then the Surgeon General should be so designated. The Surgeon General should also be designated to receive remittances for hospital service rendered in general hospitals which have been or are about to be closed.

1462. The surgeon of a post or command, or the commanding officer of a general hospital or other sanitary formation, will keep, account for, and expend the hospital fund, according to the instructions of the Surgeon General, exclusively for the benefit of the sick in hospital and of the enlisted men of the Medical Department and members of the Nurse Corps on duty therein. (*C. A. R., No. 55.*)

1463. Medical and official publications furnished from the Surgeon General's Office to surgeons in charge of hospitals will be properly filed and preserved in the hospital library. The expense of binding these publications and those issued to department or division surgeons will be defrayed by the Medical Department, and they will be transported to and from the medical supply depots by the Quartermaster Corps.

HOSPITAL BUILDINGS.

1464. A building will not be erected for or occupied as a hospital until the opinion of a medical officer has been obtained in writing upon the suitableness of site and proposed arrangement. If the commanding officer dissent from this opinion he will return it to the surgeon with his reasons indorsed thereon, who will forward it, through military channels, to the Surgeon General.

1465. Hospitals will be erected at permanent posts in accordance with plans and specifications furnished by the Surgeon General, approved by the Secretary of War.

1466. When alterations of or additions to hospitals are necessary, the surgeon, after obtaining from the quartermaster an estimate of cost, will transmit plans and specifications, with proposed modifications, through military channels, to the Secretary of War. Similar action will be taken upon quarters for master hospital sergeants, hospital sergeants, and sergeants first class, Medical Department. (*C. A. R., No. 42.*)

1467. When hospitals or quarters for master hospital sergeants, hospital sergeants, or sergeants first class, Medical Department, are erected or repaired, the officer conducting the work will consult the surgeon, who will inspect the work during its progress; and when a building is ready for occupancy, the surgeon will report as to its merits to the Surgeon General, through the regular channel, and furnish a copy of the report to the constructing officer. (*C. A. R., No. 42.*)

1468. Estimates for new construction, betterments, and repairs in connection with hospitals, quarters for master hospital sergeants, hospital sergeants, and sergeants first class, Medical Department, and other buildings, structures, and

systems payable from the appropriation for "Construction and repair of hospitals" or "Hospital stewards' quarters" will be prepared separately, but in the same manner and forwarded at the same time as the estimates pertaining to other appropriations of the Quartermaster Corps.

These estimates will be prepared by the quartermaster, to whom the surgeon will furnish in writing a statement showing the items required.

When the work has been completed the surgeon will report to the Surgeon General whether or not it was performed according to the estimate and will furnish to him a statement showing the material and balance of allotment remaining. Approved plans or estimates for construction or repair will be altered only by authority of the Secretary of War. (*C. A. R., No. 42.*)

1469. The Surgeon General will furnish to the Quartermaster General in sufficient time for his annual estimates a statement showing the hospital repairs which will be needed during the ensuing year, with estimated cost of the same. (*C. A. R., No. 10.*)

1470. No portion of any hospital building at a military post will be used or occupied as quarters, nor will any mess be permitted or maintained therein except such as may be necessary for patients and enlisted men there on duty.

SICK CALL.

1471. At sick call the enlisted men of each company who require medical attention will be conducted to the hospital or infirmary by a noncommissioned officer, who will give to the attending medical officer the company sick report book containing the names of the sick. The medical officer, after examination, will indicate in the book, opposite their names, the men who are to be admitted to hospital and those to be returned to quarters, noting what duties the latter can perform and any other information in regard to the sick which he may have to communicate to the company commander. The senior medical officer of every command (except independent medical units) promptly after sick call each morning will forward to the adjutant a report of the sick of the command on the prescribed form furnished by the Surgeon General. After the report has served its purpose at headquarters of the command the adjutant will enter in the proper columns the strength of the command for the day present and absent and return the report to the medical officer. Completed morning reports of sick will be preserved for a period of one year, unless the command is sooner discontinued, when they will be destroyed.

1472. Medical officers will furnish company commanders any information, except the diagnosis, which will assist them in determining, for entry on the muster rolls, whether or not the disability of a soldier who is or has been on sick report originated in the line of duty, entering this information in the company sick report book. When required they will furnish the diagnosis to the commanding officer.

MEDICAL ATTENDANCE.

1473. Medical officers and contract surgeons on duty will attend officers, enlisted men, contract surgeons, acting dental surgeons, members of the Nurse Corps, prisoners of war, and other persons in military custody or confinement, and applicants for enlistment while held under observation; also, when practicable, the families of officers and enlisted men; and at stations, or in the field, where other medical attendance can not be procured, civilian employees. Medicines will be dispensed to all persons entitled to medical attendance, and hospital stores to enlisted men and hospital matrons, also to officers at posts or stations where they can not be procured by purchase.

1474. Medical officers and contract surgeons at their stations will furnish medical attendance to officers and enlisted men on the retired list, but they will not be required to leave their stations for that purpose. Medicines, dressings, etc., will be supplied to retired officers and enlisted men from Army dispensaries on medical officers' prescriptions.

1475. Enlisted men sick at recruiting stations, excepting those with trivial disabilities or those with severe injuries which render their removal impracticable, will be sent by the recruiting officer for treatment to the nearest military hospital.

1476. When medical treatment, including medicine, nursing, and hospital care, is required by an officer, an enlisted man, a contract surgeon, an acting dental surgeon, or an Army nurse, on duty with any command or detachment by a prisoner in military custody, or by an applicant for enlistment held under observation, and can not otherwise be had, the commanding officer may employ the necessary civilian service to furnish the same, and just accounts therefor will be paid by the Medical Department. When the officer, the contract surgeon, the acting dental surgeon, or the nurse who requires such treatment is on duty without troops, or the enlisted man is on duty where there is no officer, he or she may arrange for the required service. When medical treatment is required by the superintendent of the Nurse Corps while on duty and can not otherwise be had she may in like manner procure the necessary civilian service, just accounts therefor to be paid by the Medical Department.

Accounts for the medical treatment of officers, enlisted men, contract surgeons, acting dental surgeons, the superintendent of the Nurse Corps and nurses absent from duty, and of the families and servants of officers and men, are not payable from public funds. Accounts for consultation will not be allowed. Treatment of chronic complaints by a specialist will not be paid for unless authority to employ such specialist has been obtained from the Surgeon General. Surgical appliances will be paid for only upon satisfactory evidence of their necessity; and such evidence, except in cases of emergency, should be submitted to the Surgeon General for his approval before purchase. Accounts for hospital stores will be paid only for enlisted men.

1477. Accounts for medical care and treatment arising among troops under the immediate supervision of the War Department will be forwarded directly to the Surgeon General; those arising among departmental troops or the troops of a mobilized division, to the department or division surgeon. Accounts for continuous service will be rendered monthly; those for temporary service, promptly upon the completion of such service. Blank forms may be obtained from the Surgeon General on application. Separate forms are provided for physicians' bills, medicine bills, hospital bills, special nursing bills, and reimbursement claims. The account will in each case be stated on its special form, complying fully with all the instructions printed thereon. (*C. A. R., No. 39.*)

1478. Rescinded. (*C. A. R., No. 39.*)

1479. The compensation allowed to civilian physicians for ordinary medical attendance on public account at garrisoned posts or camps will not exceed the following rates, and if the local charge per visit is less the account will be rendered at the local rates: For attending post or sick call, five patients or less, $2.50; for each patient in excess of five, 50 cents; for each additional visit to post or sick call on the same day, when necessary, $2. Where there is a large sick report and the service will be required for an extended period, application will be made to the Surgeon General for authority to employ a physician by the month. Accounts arising at posts or camps under exceptional circumstances, all accounts arising at other places, and accounts for special or surgical services will be allowed at reasonable rates approved by the Surgeon General.

1480. Rescinded. (*C. A. R., No. 39.*)

1481. Rescinded. (*C. A. R., No. 39.*)

1482. Compensation of special nurses may be allowed at reasonable rates approved by the Surgeon General, not, however, exceeding the rates customary in the vicinity for services of a similar character. (*C. A. R., Nos. 12 and 39.*)

1483. Bills incurred on Army account for medical care and treatment should not be paid otherwise than by disbursing officers, except when absolutely necessary. (*C. A. R., No. 39.*)

1484. The compensation allowed to civilian physicians for the physical examination of applicants for enlistment, when authorized by regulations or orders, will be at the following rates: For a single recruit, $1; for two recruits on the same day, $1.50; for three recruits on the same day, $2; for four recruits on the same day, $2.50, and 40 cents for each recruit over four examined on any one day. A physician employed at different recruiting stations will be allowed the above-mentioned rates in full for the examinations at each station. He will also be allowed 50 cents for each authorized vaccination. The accounts will be prepared on the special forms prescribed therefor, which may be obtained from the Surgeon General. The instructions printed on the forms will be carefully observed. (*C. A. R., No. 39.*)

1485. Civilian physicians employed, in the absence of a medical officer or contract surgeon, to examine physically or vaccinate enlisted men, under these regulations or orders from competent authority, will be paid at the rates prescribed above for the examination and vaccination of recruits.

MEDICAL SUPPLIES.

1486. Purchase of medical supplies will be made in pursuance of law, under the direction of the Surgeon General.

1487. The routine issue of disinfectants is prohibited.

1488. Damaged or unserviceable medicines, medical books, surgical or scientific instruments and appliances, pertaining to the Medical Department, will not be presented to an inspector for condemnation until authority for so doing has been obtained from the department surgeon, or, if with a mobilized division, from the division surgeon.

RETURNS.

1489. Each department surgeon will transmit, not later than the 5th day of every month, to the Surgeon General a return of the officers of the Medical Corps and of the medical section of the Officers' Reserve Corps, the contract surgeons, the officers of the Dental Corps and of the dental section of the Officers' Reserve Corps, the officers of the Veterinary Corps and the reserve veterinarians under assignment to or serving in the department during the preceding month. The chief surgeon of an Army corps will, in like manner, render a similar return of those who are not reported on the divisional and other returns made through him. The division surgeons of mobilized divisions and the surgeons of other units not divisional, forming parts of an Army corps, will in like manner render similar returns through the chief surgeon of the Army corps. The senior medical officer of a separate brigade or detachment of an Army corps, temporarily detached, will render a similar return through the same channel. The surgeon in charge of the medical base group of a line of communications will render a similar return through the chief surgeon of the Army corps or senior medical officer of troops at the front of those under assignment to or serving on the line of communications who are not included in other returns. The senior medical officer of a post, station, or

separate command under the immediate direction of the War Department will, unless otherwise instructed, render a similar return directly to the Surgeon General.

Separate returns will be made in like manner of the medical officers of Volunteers and of the National Guard in the service of the United States.

When consolidated field returns of sanitary personnel are required by division or other commanders, medical officers are authorized to substitute an extract copy thereof for the returns called for in this paragraph. (*C. A. R., Nos. 12 and 46.*)

ARTIFICIAL LIMBS.

1490. Every officer, enlisted man, or employee of the military forces of the United States who, in the line of duty, or through disease contracted in service, shall have lost a limb, or the use of a limb, will receive once every three years an artificial limb or appliance, or commutation therefor if he shall so elect, under such regulations as the Surgeon General of the Army shall prescribe. The money value allowed as commutation is, for a leg, $75; for an arm, foot, and apparatus for resection, $50.

1491. Necessary transportation, including sleeping car accommodations, required for travel to place where artificial limbs may be fitted, will be furnished by the Quartermaster Corps, the cost to be refunded from any money appropriated for the purchase of artificial limbs.

1492. An officer who pays an account for transportation of persons to enable them to procure artificial limbs will take credit for amounts paid for such transportation in the usual manner on his accounts current, and the vouchers evidencing the payments will accompany the accounts to the Auditor for the War Department for settlement. For the convenience of the auditor in adjusting the appropriations involved the vouchers should bear conspicuously across their face a notation reading, "Transportation to have artificial limbs fitted."

ARTICLE LXXV.

CORPS OF ENGINEERS.

NOTE.—Regulations for the government of the Corps of Engineers, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Chief of Engineers. Only such regulations are herein given as are general in their nature or affect other branches of the service.

1493. The duties of the Corps of Engineers comprise reconnoitering and surveying for military purposes, including the laying out of camps; the preparation of military maps of the United States and its possessions, including cooperation with other Government and private mapping agencies, and in field operations, of maps of the theater of operations; selection of sites and formation of plans and estimates for military defenses; construction and repair of fortifications and their accessories; the supervision of the location of all buildings in or within 1 mile of any fortification; the installation of electric power plants and electric power cable connected with seacoast batteries, and furnishing the necessary electrical supplies connected therewith; planning and superintending of defensive or offensive works of troops in the field; examination of routes of communications for supplies and for military movements; construction and repair of military roads, railroads, and bridges; military demolitions; execution of river and harbor improvements assigned to it; and such other duties as the President or Congress may order. It collects, arranges, and preserves all correspondence, reports, memoirs, estimates, plans, drawings, such

deeds and titles as relate to the Washington Aqueduct and public buildings and grounds in the District of Columbia, and models which concern or relate in any wise to the several duties above enumerated.

In time of actual or threatened hostilities, within the theater of operations, it has charge of the location, design, and construction of wharves, piers, landings, storehouses, hospitals, and other structures of general interest; and of the construction, maintenance, and repair of roads, ferries, bridges, and incidental structures; and of the construction, maintenance, and operation of railroads under military control, including the construction and operation of armored trains. (*C. A. R., No. 46.*)

1494. The Chief of Engineers will have his headquarters at Washington, D. C., and will be charged, under the direction of the War Department, with the command of the Corps of Engineers, both staff and line, excepting such portions as are specifically detached by order of the War Department, and with the management of the Engineer Department, including the regulation of the duties of all officers, agents, and others who may be employed under his direction.

1495. When officers or troops of the Corps of Engineers are detached from the command of the Chief of Engineers they will continue to conform to the regulations of the Engineer Department in regard to the keeping of records and rendering of reports and accounts.

1496. Officers and troops serving under the immediate orders of the Chief of Engineers will not be diverted from such service except in cases of marked public exigencies, and when so diverted the officers will immediately report the facts to the Chief of Engineers, forwarding a copy of the orders they may have received. The officer issuing the order will transmit a copy directly to the War Department. Upon the termination of the exigency such officers or troops will be returned to their prior service, unless otherwise directed by the Chief of Engineers.

1497. The senior officer of engineers commanding engineer troops serving with an army, a field army, or an independent division in the field, will be attached to general headquarters of that organization, but will not be a member of the staff of the commanding officer unless specifically so appointed.

1498. The senior officer of engineers serving with an army, a field army, a division, a brigade, or a smaller body will communicate to the commander thereof any orders received from any engineer officer who has authority to issue such orders.

1499. An engineer directed to superintend any works to be constructed by troops will point out what is to be done, and will maintain such a supervision as will enable him to see that it is done correctly. It will be the duty of the officer having charge of the detachment to execute the work in accordance with the instructions of the engineer officer in charge. The detail of troops for work to be carried on under the superintendence of engineers will be furnished on requisition addressed to the officer in chief command of the troops by the senior engineer officer on the staff of that command. The requisition will specify the number of men required, the times and places at which they will assemble to commence work, and the name and rank of the engineer officer to whom they will report. The requisition may be for part of a day or night, for a whole day or night, for a week or a longer period, according to circumstances, the duration of the service always being specified.

1500. When on duty in the field with armies or other independent organizations, engineer officers making surveys and reconnaissances will at once forward their maps and reports of operations to the proper officer at headquarters, who will report directly to the commanding officer at those headquarters.

1501. The senior engineer officer serving with an army or other independent organization in the field will, subject to the approval of his commanding officer, report monthly to the Chief of Engineers, United States Army, the operations of the engineer force under his direction sufficiently in detail to show the nature and extent of the operations and the respective portions executed by the several engineer officers engaged therein.

1502. The senior engineer officer will also cause to be made plans of all works executed under his direction, and will cause journals to be kept, showing by drawings and descriptions, as far as practicable, each day's events. These plans and descriptions, with maps of all surveys and reconnaissances and explanatory reports or memoirs, will be carefully preserved and transmitted at suitable opportunities to the Chief of Engineers, United States Army.

1503. When an engineer officer is sent to any military department, fortress, garrison, or post, a duplicate of his orders will be sent to the commanding officer. On his arrival the engineer officer will communicate his orders, and necessary facilities for executing them will be afforded by the commanding officer. While so on duty, without being especially put under the direction of the commanding officer, the engineer officer will be furnished with copies of all orders and regulations of the command relative to etiquette and police and with the countersign when quartered within a chain of sentinels. The engineer officer will report to the commanding officer when relieved from duty within the limits of the command.

1504. Engineer officers engaged in the construction of fortifications or other public works are entitled to the same allowances as are provided by regulations for officers at garrisoned posts.

1505. All plans for new fortifications, and all plans embodying important structural changes in existing fortifications, will be sent to the Chief of Staff, through the Chief of Coast Artillery, for the approval of the Secretary of War. The plans will be prepared for approval by the Chief of Engineers and the Chief of Coast Artillery, and by the Chief of Staff, for the Secretary of War. No alterations will be made in any fortification or in its casemates, quarters, barracks, magazines, storehouses, or any other building belonging to it, nor will any building of any kind, or work of earth, masonry, or timber be erected within any fortification, or within a mile of its exterior, except under the direction of the Chief of Engineers, and by authority of the Secretary of War.

1505½. 1. All electrical equipment connected with new fortifications under construction, or old fortifications not in the hands of Coast Artillery troops undergoing structural modifications, shall be installed by the Corps of Engineers in the course of such construction or modification, and after the new or the modified fortifications shall have been turned over to the Coast Artillery Corps for service, all work of maintenance and all ordinary repairs of said electrical equipment shall be done by Coast Artillery troops under the supervision of coast defense commanders. Repairs involving construction work, or structural modifications of the fortifications, of an engineering nature, shall be made by the Corps of Engineers.

2. Installation of new articles of electrical equipment in old fortifications in charge of the Coast Artillery Corps shall be made by the Coast Artillery Corps; provided that any structural changes of the fortifications that may be necessary to prepare them to receive said installations shall be made by the Corps of Engineers. The Coast Artillery shall install and connect up with the existing system all circuits of such new installations.

3. The Coast Artillery Corps shall be charged with the installation and maintenance of submarine mine and submarine fire-control cables.

1506. When any fortification or any of its accessories is in all respects complete, so far as the Engineer Department is concerned, the Engineer officer in charge thereof, when authorized by the Chief of Engineers, will notify the proper commanding officer that he is prepared to transfer the work for use and care by troops. The commanding officer will thereupon make a thorough inspection of the work, and, if found satisfactory, will accept the same, giving the Engineer officer a written statement to that effect, and transmitting a copy of the same to The Adjutant General of the Army through proper channels. This acceptance will include a statement of the condition of the work and its suitability for the purpose for which it is intended. Until a work has been so turned over and accepted, it will not be occupied by troops except by the special order of the War Department. (*C. A. R., No. 29.*)

1506½. 1. Officers of the Corps of Engineers detailed for duty in charge of Engineer districts that include works of permanent fortifications will perform such of their duties as pertain to the preservation and repair of such permanent fortifications (not comprising structural changes) and to the preparation and carrying out of plans for the land defense of the frontiers, under the supervision of the department commander of the territorial department in which such works may be located. This section shall not be so construed as to cause interference with the other duties with which these officers are charged under the immediate orders of the Chief of Engineers.

2. Allotments from the appropriations for preservation and repair of fortifications for such preservation and repair work as does not involve structural changes will be made by the Chief of Engineers to district Engineer officers in accordance with the recommendations of the department commander as far as may be practicable with the funds available.

3. Annual estimates of funds expected to be necessary for the preservation and repair of fortifications not involving structural changes will be submitted by district Engineer officers to the department commander and will be forwarded so as to reach the War Department by June 1 of each year, with such recommendations as the department commander may consider proper. These estimates will then be referred to the Chief of Engineers for his assistance in preparing the consolidated estimates for submission to the Secretary of War. (*C. A. R., No. 44.*)

1507. Travel allowances for officers of the Corps of Engineers, or for those on engineer duty, traveling on service connected with works of public improvement which are not of a military character will be paid from the special appropriation for the work. When changing station or traveling on duty connected with fortifications, or on any other military duty, the mileage will be paid by the Quartermaster Corps from the appropriation for mileage of the Army, except in cases where some other appropriation specifically provides that the travel allowance shall be paid therefrom.

1508. An officer of the Corps of Engineers is detailed as director of railways on the staff of the commander of the line of communications. Under the direction of that commander he is charged with the construction, maintenance, and operation of railways under military control in the theater of operations, directs and coordinates the work of the military and civil staffs, takes charge of such railways and their appurtenances in the theater of operations, including both existing lines and extensions, as may be required in military operations, and is responsible for the proper working of railways and for the supply of armored trains. He shall submit requisitions for the funds required for his work through the headquarters of the commanding general of the lines of communication, disbursements to be made and accounts rendered

under the regulations for the control of the Engineer Department. (*C. A. R., No. 46.*)

1509. In operations in the field, transfers of funds and material pertaining to the engineer work of a command may be made between officers of the command on the order of the commanding officer.

1509½. Engineer equipment procured for issue to the Army and required by an officer for his own use in the public service may be sold to him by the Engineer Department at the regulation price and the money received passed to the credit of the proper appropriation. Engineer equipment thus sold to officers will not be disposed of to persons not in the military service. (*C. A. R., No. 31.*)

1510. Engineer supplies will be issued to the Organized Militia of the several States, Territories, and the District of Columbia in accordance with the provisions of "An act to promote the efficiency of the militia, and for other purposes," approved January 21, 1903, as amended by the act of Congress approved May 27, 1908, upon proper requisition therefor.

ARTICLE LXXVI.

ORDNANCE DEPARTMENT.

NOTE.—Regulations for the government of the Ordnance Department, prepared and published under authority of the Secretary of War, are distributed to its officers by the Chief of Ordnance. Only such regulations are herein given as are general in their nature or affect other branches of the service.

GENERAL PROVISIONS.

1511. The Chief of Ordnance is charged with the duty of procuring, by purchase or manufacture, and distributing the necessary ordnance and ordnance stores for the Army and the Organized Militia, and establishes and maintains arsenals and depots for their manufacture and safe-keeping. All officers or other persons in the military establishment to whom ordnance and ordnance supplies or funds are intrusted, will make accounts and returns thereof to the Chief of Ordnance at the times and in the manner prescribed.

1512. Ordnance and ordnance stores include cannon and artillery vehicles and equipments; apparatus and machines for the service and maneuver of artillery; small arms, ammunition, and accouterments; horse equipments and harness for the field artillery, and horse equipments for cavalry and for all mounted men except those in the Quartermaster Corps; tools, machinery, and materials for the ordnance service; and all property of whatever nature supplied to the military establishment by the Ordnance Department.

1512¼. 1. The enlisted men of the Ordnance Department will consist of such number and grades as the President may from time to time direct under the provision of the law.

2. Ordnance sergeants will be appointed by the Secretary of War from sergeants of the line or Ordnance Department who shall have served faithfully for eight years, including four years in the grade of noncommissioned officer, and who are less than 45 years of age. Sergeants and corporals of ordnance will be appointed by the Chief of Ordnance, and privates, first class, will be appointed by the commander of a territorial department, division, or separate brigade in the field on the recommendation of the department, division, or brigade ordnance officer or by arsenal or depot commanders at ordnance establishments. Before appointment, ordnance sergeants and sergeants of ordnance

must pass, under the direction of the Chief of Ordnance, a satisfactory examination, to be conducted by the supply officer or ordnance officer of the station at which the applicant may be serving, or elsewhere as the Chief of Ordnance may direct.

3. Ordnance sergeants, though liable to discharge for inefficiency or misconduct, will not be reduced, except by sentence of a court-martial. Sergeants and corporals of ordnance may be reduced by sentence of court-martial or by the Chief of Ordnance, and privates, first class, may be reduced by sentence of court-martial, by the Chief of Ordnance, or by arsenal or depot commanders at ordnance establishments.

4. Within his command the commander of a territorial department, or of a field army, division, or separate brigade in the field, on the recommendation of the department ordnance officer, chief ordnance officer, division or brigade ordnance officer, may transfer enlisted men of the line of the Army as privates to the Ordnance Department, and he may transfer enlisted men of the Ordnance Department, except ordnance sergeants, from one organization to another where their services are required, reporting such transfer to the Chief of Ordnance. The assignment to station of ordnance sergeants except as may be provided in Field Service Regulations, will be made by the War Department or by commanders of teritorial departments, under the special authority, in each case, of the War Department.

Applications for transfer from the line of the Army to the Ordnance Department will state the age, character, special qualifications, physical condition, date of expiration of current enlistment, previous service, and whether made for an existing or prospective vacancy, and will originate with the supply officer of the post or organization or coast defense ordnance officer, and will be forwarded through military channels.

5. All enlistments for the Ordnance Department will be made in the grade of private. Ordnance sergeants, sergeants, corporals, and privates, first class, of ordnance who have completed an authorized enlistment period, none of which has been passed in the reserve, may be reenlisted in their respective grades, and their warrants or appointments continued in force if reenlistment be made on the day following that of discharge.

Any noncommissioned officer enlisted on or after the first day of November, nineteen hundred and sixteen, furloughed to the reserve upon the completion of three years in the active service with an excellent character, shall be permitted to reenlist in the organization from which furloughed with the rank and grade held by him at the time of his furlough if he reenlists within 20 days after the date of such furlough. In each case the soldier will reenlist at the place where his organization is stationed. If, however, the supply officer under whom the soldier may be serving should not deem the continuing in force of the warrant or appointment to be for the best interest of the service, he will communicate through military channels his reasons in detail to the authority competent to appoint or promote to the grade for which reenlistment is desired, in order that a decision may be had before the date of the soldier's discharge. Each reenlistment and continuance will be noted on the warrant or appointment by the supply officer.

Commanding officers of posts or stations, upon the recommendation of the supply officer, may authorize enlistments, including the enlistment or reenlistment of married men, to fill vacancies within the allotment of enlisted men, Ordnance Department, made to organizations at the post or station or to the coast defense command.

6. When a man is enlisted for, reenlisted in, or transferred to the Ordnance Department, the supply officer who first receives the soldier will forward a

copy of his service record directly to the Chief of Ordnance, except in the case of a man stationed in the Philippine or Hawaiian Department, when the copy will be sent through the department ordnance officer.

Supply officers will make monthly returns of their ordnance detachments on a form to be furnished by the Chief of Ordnance. The returns will be forwarded to the Chief of Ordnance through department ordnance officers and will show the date and nature of any change affecting the status of the soldier.

7. Accounts of pay and clothing and all records pertaining to enlisted men of the Ordnance Department will be kept by the supply officer under whose immediate direction they are serving. All members casually at a post, camp, or other station are under the immediate orders of the supply officer, except prisoners and those sick in hospital, who will, however, be borne on the muster rolls, morning report, and returns of the ordnance detachment. If discharged, their final statements will be prepared by the supply officer.

8. An ordnance sergeant at any ungarrisoned post or station will be responsible for the property of his own department and for such other property as may be intrusted to him for safe keeping. For all public property committed to his charge he will account to the heads of the staff departments or corps concerned, and if the means at his disposal are insufficient for its preservation he will report the facts.

9. The military control of ordnance sergeants serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their service records will be kept. When they are discharged, a copy of the service record upon which will be noted the fact of discharge, with the date, place, and cause and the character given on the discharge certificate will be forwarded to the Chief of Ordnance.

10. Ordnance Department enlisted personnel, except ordnance sergeants, is classified as follows:

(*a*) That portion attached to mobile organizations and coast defenses.

(*b*) That portion assigned to organizations pertaining to the Ordnance Department.

All men of the Ordnance Department will be carried on muster rolls of the Ordnance Department, under "Remarks," as attached to a definite mobile organization or coast defense command or as belonging to the unit of class (*b*). Similar notation will be made on the returns of the Ordnance Department. The number of men to be assigned to mobile organizations or coast defense commands will be as directed in War Department orders. When not prescribed in Tables of Organization, the number of men of class (*b*) assigned to the various organizations pertaining to the Ordnance Department will be determined by the Chief of Ordnance.

11. When mobile organizations take the field the ordnance personnel pertaining to each organization will accompany it. When Coast Artillery organizations take the field the attached ordnance personnel will be on the same basis as for the branch of the service into which the troops are organized; the ordnance enlisted men not taken into the field will remain on duty in the coast defenses to which they are assigned. When the troops again come under the jurisdiction of a post commander, the attached Ordnance Department personnel will be directed to report to the supply officer of the post for duty.

12. Property pertaining to the individual equipment of the Ordnance Department personnel, class (*a*) will be carried on the returns of the regimental

supply officer of the organization to which attached or of the coast defense ordnance officer. (*C. A. R., Nos. 52 and 55*).

1512½. New designs of seacoast armament and ammunition and of ordnance material pertaining thereto, and of improvements therein, and the means for meeting deficiencies in such armament, ammunition, and material, and new designs of ordnance material and all essential changes in such material pertaining to the mobile Army, will be presented by the Chief of Ordnance to the Chief of Staff for reference to the War Department Board of Review, and the approval by the Secretary of War of the proceedings of the board with reference thereto will constitute his approval of the designs which is contemplated by regulations. (*C. A. R., No. 25.*)

ISSUES AND SALES.

1513. In time of peace, ordnance and ordnance stores are issued from the various arsenals and depots, to the extent authorized by regulations, on requisitions submitted in accordance with existing orders.

1514. In time of war, issues may be made to troops in service on the order of any general or field officer commanding an Army, garrison, or detachment, or of a chief ordnance officer of an Army, Army corps, or division. To authorize an issue to militia, they must have been regularly mustered into the service of the United States, and the requisition for the stores must be properly approved.

1515. The Chief of Ordnance will, on the recommendation of a department commander, approved by the Secretary of War, establish ordnance depots at such points as may be designated by the Secretary of War, where ordnance stores will be held for distribution to the troops, under such regulations as the department commander may prescribe.

1516. When practicable, these depots will be under the charge of ordnance officers, and only such limited supply of ordnance stores as may be required to meet current needs will be kept at or issued from them. All other ordnance stores will be supplied from the arsenals, as provided in paragraph 1513.

1517. Requisitions for ordnance supplies to meet current needs will be filled from a depot, under the instructions of the department commander. The officer in charge will be responsible, under the department commander, that sufficient stores, procured by timely requisitions upon the Chief of Ordnance are always on hand. Unserviceable and unsuitable ordnance and ordnance stores at such depots are under the control of the Chief of Ordnance.

1518. Requisitions for ordnance and ordnance stores not on hand within a department must be approved by the immediate commanders. The personal approval of the department commander or of the chief ordnance officer of his department is necessary, but in the absence of the department commander the approval may be made in his name by one of his staff officers.

1519. Requisitions will be made in conformity with the supply tables prepared by the Chief of Ordnance, unless extraordinary circumstances, to be plainly set forth in each case, should require a larger supply of one or more of the articles authorized.

1520. The service arms, ammunition, accoutrements, and horse equipments required by an officer or contract surgeon for his own use in the public service may be sold to him by the Ordnance Department at the regulation price and the money received passed to the credit of the proper appropriation. Ordnance supplies thus sold to officers or contract surgeons will not be disposed of to persons not in the military service. Necessary repairs to the service arms and equipments of an officer or contract surgeon will be made by the Ordnance Department at the cost of these repairs. Officers or contract surgeons making

purchases or having repairs done will furnish certificates of the fact that these sales or repairs are for their own use in the public service. Officers below the grade of major, required to be mounted, as prescribed in paragraph 1272, will be furnished with horse equipments by the Ordnance Department. The authorized number of sets of these equipments will be kept on hand in the unit accountability equipment of the organizations with which officers herein authorized to receive them are serving. Officers not serving with such organizations and entitled to receive horse equipments will submit requisitions therefor, through military channels, accompanied by a copy of the order of the department commander or higher authority designating them for mounted service where such service is temporary. To such officers serving at posts the issue of horse equipments will be made, on the approval of the post commander, by the post ordnance officer on memorandum receipt; to such officers not serving at posts the equipments will be regularly issued under formal invoices and receipts, and will be accounted for by them semiannually to the Chief of Ordnance on special individual returns. Articles of such equipments which become unserviceable shall be submitted to an officer of the Inspector General's Department and upon his recommendation to that effect may be turned in and new articles issued therefor. In the absence of an inspector such articles may be submitted to the action of a surveying officer and upon his recommendation may be turned in and new articles issued therefor. In each such case the surveying officer will recommend submission of the articles to an inspector and a copy of the report of survey will accompany the requisition for the articles to be replaced. An officer to whom horse equipments have been issued under the provisions of this paragraph, upon his promotion to field rank, the termination of mounted service, or upon joining an organization provided with equipment for his use, will promptly turn in his equipments, rendering a final return where previously accountable for such equipments. When an officer holding these equipments on memorandum receipt desires to retain them in his possession on changing station such a course is authorized by exchange of proper invoices and receipts between the post ordnance officers concerned or between the post ordnance officer and the officer holding the equipments if his new station is not at an Army post. When an officer who has been making special individual returns for horse equipments that were issued to him under this paragraph takes station at a post he will at once transfer the accountability for the horse equipments to the post ordnance officer and render a final return to the Chief of Ordnance. (*C. A. R., No. 1.*)

1521. When the arms or equipments authorized to be purchased in the preceding paragraph can not be obtained from an ordnance officer, officers may take from those for which they are accountable such articles as they require for their personal use or may furnish them to officers or contract surgeons of their commands for like purpose. In such cases the accountable officer will deposit the proceeds of the sales as required by paragraph 617 and make the report required by paragraph 612. At the end of each month an abstract of such sales on War Department Form No. 322 will be prepared in duplicate and forwarded to the Chief of Ordnance. One of these copies will be retained in the office of the Chief of Ordnance as a voucher to the property return of the officer. (*C. A. R., No. 55.*)

1522. Officers serving with troops may draw for their personal use, from stores belonging to the command with which they are serving, 1 regulation rifle and 1 revolver, with the appropriate equipments and the usual quantity of ammunition for each arm. This ordnance property may be used in action or target practice and will be accounted for on returns to the Chief of Ordnance.

1523. Ordnance stores will not be loaned to any person, and any officer violating this rule will be held responsible for the money value of the articles.

1524. Issues and transfers of ordnance stores will not be made on memorandum invoices and receipts except as provided for by regulation or orders and in special cases authorized by and subject to instructions from the Chief of Ordnance.

1525. An officer who makes an issue of ordnance stores to one not in command of troops, except under orders from competent authority, will be charged with the money value of the stores so issued.

1526. Civilian employees of the War Department may be armed when necessary for the protection of life or public property, and the same responsibility attaches to the officers accountable for the arms furnished them that attaches to those accountable for the arms in the hands of enlisted men. The sale of ammunition to civilians belonging to exploring or surveying expeditions authorized by law, and to civilian employees of the War Department, may be made for hunting purposes when considered necessary for their subsistence or for the interest of the United States. In the field the sale of meat cans, canteens, knives, forks, and spoons, when they can be spared, to an officer in charge of civilian employees for their use, is authorized, provided they can not be obtained in any other way.

1527. Arms lost, destroyed, or embezzled by civilian employees will be charged in the same manner as stores similarly lost by enlisted men, and the money value thereof accounted for as in case of sales made in accordance with paragraph 1521.

EXPENDITURE OF AMMUNITION.

1528. Ammunition will be expended only in target practice, preliminary instruction of the soldier, military exercises, and hunting, all within the prescribed allowances; in action; in defense of life or public property; in carrying out the prescribed duties of sentinels; and for authorized salutes.

1529. The necessity for all expenditures of ammunition must be shown by the certificate of the responsible officer, which certificate must accompany the property return of the accountable officer; and when ammunition is dropped from a return as "expended in action by civil employees," a statement giving the place, date, and attending circumstances sufficiently in detail to insure verification must be filed with the return.

1530. Ammunition expended by a soldier without orders, or not in the line of duty, or which may be damaged or lost through his neglect, will be charged to him.

1531. When ammunition is furnished to civilian employees, it is not to be dropped from the returns unless expended in action or in hunting when necessary to obtain subsistence. Ammunition not so expended will be returned to the responsible officer and accounted for by him or paid for at the price fixed.

SURPLUS AND DAMAGED STORES.

1532. Serviceable surplus ordnance stores in the hands of post or other ordnance supply officers, not required for reserve, may be shipped to another post in the same department, or may be turned in to the nearest arsenal on the order of a department commander, or, if in the hands of a recruiting officer, on the order of the War Department.

Such articles on hand in an organization, unless otherwise directed, will be turned in to the post or other ordnance supply officer, who will retain them for issue, or ship them, as hereinbefore provided. (*C. A. R., No. 30.*)

1533. Officers in charge of arsenals and ordnance depots will afford every facility to officers authorized to turn in property. They will give receipts for it according to condition.

1534. Whenever ordnance property in the hands of troops, except that under the supervision of an armament officer not specifically listed in War Department publications or orders as subject to the action of a surveying officer, becomes unserviceable it will not be presented for condemnation until no longer repairable with the means available within the organization, post, or district. Timely requisition will be made by the proper post or other ordnance supply officers on the Ordnance Department for such extra parts and materials as are required in making repairs of equipment with whose maintenance he is charged. (*C. A. R., No. 30.*)

1535. Articles of personal equipments or other ordnance property which a detached soldier carries with him, or for which he may be indebted to the United States at the time of his transfer, will be entered on duplicate invoice and receipt transfer blanks (Ordnance Department Form No. 152). The blanks will, when practicable, indicate the destination of the soldier. The two transfer blanks will be signed by the accountable officer, or the issuing officer in his name, and by the soldier acknowledging receipt of the stores, including those missing. One of these signed blanks will be forwarded with the service record of the soldier; the second constitutes the voucher under which the accountable officer will drop from his return the articles enumerated on the voucher.

In case the soldier is detached or transferred from an organization provided with unit accountability equipment the transfer blank will be made by the organization commander and the retained copy of the voucher will be turned over by him to the post ordnance officer, or if the organization is serving away from a post to the designated supply officer, who will issue to the organization commander like stores to replace those covered by the voucher and who will then use the voucher as his authority for dropping such articles from his return.

On arrival of the soldier at his destination all articles appearing on the transfer blank accompanying the service record will be taken up by the proper officer, who will receipt for the same on this blank and forward it immediately to the Chief of Ordnance. All articles missing on arrival will be charged against the soldier in the usual manner.

In case the soldier, upon arrival at his destination, is assigned to an organization provided with unit accountability equipment, all the articles appearing on the transfer blank accompanying his service record, will be taken up by the post ordnance officer, or, if the organization is serving away from a post, by the designated supply officer, and all articles missing on arrival will be charged against the soldier on the pay rolls of the organization and dropped from the return of the accountable officer under a statement of charges (Ordnance Department Form No. 86) made by the commanding officer of the organization and turned over by him to the accountable officer for that purpose.

When enlisted men are transferred in detachments, with an officer or noncommissioned officer in charge, from a recruit depot and each man is equipped identically and none of them are indebted for other articles of ordnance property, the articles of ordnance property carried by them will all be entered on but one invoice and receipt blank, prepared in duplicate, on Ordnance Department Form No. 152-D. Each of the two copies will be signed by the accountable officer and by the officer or noncommissioned officer in charge of the detachment acknowledging receipt of all the stores. A receipt roll will be made, in duplicate, on Ordnance Department Form No. 153 and duly signed by each of the enlisted men to cover his individual responsibility. One copy of the signed invoice and receipt blank and one copy of the signed receipt roll will be furnished to the officer or noncommissioned officer in charge of the detachment, and the other copies of these signed papers will constitute the voucher under which the

accountable officer will drop the property from his return. On arrival of the detachment at its destination the invoice and receipt blank and the receipt roll will be turned over to the post ordnance officer or the designated supply officer, who will take up all the articles appearing on the transfer blank and receipt for the same on this blank and forward it immediately to the Chief of Ordnance. All articles missing on arrival will be charged against the responsibe soldiers on the pay rolls of the organizations to which they are assigned and dropped from the return of the accountable officer under statements of charges made by the commanding officers of the organizations and turned over by them to the accountable officer. In each case where the recruit is indebted to the United States at the time of his transfer, or the articles in his possession are not identical to those in the possession of the other men of the detachment, or where the detachment is not in charge of an officer or noncommissioned officer, individual transfer blanks will be used.

Unless the arrangements for the journey require the use of ordnance property en route, none will be transferred with such soldiers.

A copy of the transfer blank will be kept by each accountable officer for his retained return. (*C. A. R., Nos. 1 and 55.*)

1536. Detached soldiers going to or returning from the Philippine Islands and Alaska will be required to turn in all ordnance property in their possession before departure.

1537. Ordinary repairs can usually be made in the organization, post, or district with the means provided for that purpose by the Ordnance Department. When the repairs required can not be thus made, certain articles or classes of articles, designated by the Chief of Ordnance, may be turned over to the post ordnance officer, or other supply officer, for shipment to a designated arsenal on the approved recommendation of an inspector, or surveying officer, as provided in paragraphs 678 and 717. These will be shipped as directed by the inspector, or surveying officer, or, if no specific instructions are given, in accordance with the general instructions of the Ordnance Department. The voucher numbers of inspection or survey reports or copy of other authority authorizing the turning in or shipment of the stores will be given on the invoice transferring the same. (*C. A. R., No. 30.*)

1538. A department commander may, upon the request of an armament officer, order such shipments of machine guns, mobile and seacoast artillery, and articles pertaining thereto, including ammunition, as may be required, and dispose of surplus ordnance stores as provided in paragraph 1532. In each case a copy of the authority directing such shipment will accompany the invoice covering such transfer. (*C. A. R., No. 30.*)

1539. For the maintenance and improvement of machine guns, mobile and seacoast artillery, and articles pertaining thereto, armament districts are established in orders from the War Department, and the assignment of armament officers to the charge of these districts is made by the Chief of Ordnance. These officers will keep themselves informed of the condition of the matériel by inspections and by direct correspondence with the various district and post commanders. The former are authorized to make the necessary repairs to matériel in their districts, but no alterations can be made without the authority of the Chief of Ordnance. Where repairs indicate improper handling or neglect of matériel, the circumstances will be reported to the Chief of Ordnance.

When mechanics employed by an armament officer are on duty at a post or in a district, they will, in the absence of the armament officer, be under the supervision of the post or district commander.

When a part of or an accessory to an article constituting a porton of the armament of a district becomes obsolete and is replaced, the obsolete part or accessory will be transferred by the coast defense commander to an arsenal to be designated by the armament officer, or will be submitted for the action of an inspector if the armament officer so recommends. (*C. A. R., Nos. 25 and 30.*)

1540. No officer will turn in any unserviceable ordnance stores except as provided in these regulations.

1541. Price lists of ordnance and ordnance stores will be published from time to time for the information and guidance of officers in making inventories, sales, and charges for the loss of or damage to ordnance property.

1542. Arm chests not required for the storage of supplies will be returned to the nearest arsenal or ordnance depot when the cost of transportation is not greater than the value of the property. Officers to whom such chests have been issued will be charged with their value if they are destroyed.

INSPECTION OF ORDNANCE AND ORDNANCE STORES.

1543. When the recommendation of an inspector for sale of ordnance stores is approved, both copies of the report will be returned to the officer accountable for the stores, with detailed instructions how to make the sales. One copy of each inventory and inspection report must accompany the property return. Sales of condemned ordnance and ordnance stores will be accounted for on Form No. 272, which will be executed in duplicate and forwarded directly to the Chief of Ordnance on completion of the sale. A third copy will accompany the officer's property return.

PACKING AND TRANSPORTATION.

1544. Officers who ship arms of any description are held responsible that they are so packed that, under ordinary handling, they can not break loose from their fastenings in the boxes, and that no loaded arm is packed for transportation. When loaded arms, or arms insecurely packed, are received by an officer, he will report the facts direct to the Chief of Ordnance.

1545. After packing arms or ordnance stores for shipment, the covers and bottoms of the arm chests and packing boxes will, if possible, be sealed with wax and stamped with an official mark by the officer responsible. The lid will be secured by screws, at least two of which will be sealed. Each board on top and bottom will have at least one sealed screw. The screw heads will be countersunk to a depth sufficient to protect the wax seal from injury. The design of the seal will designate the arsenal, depot, post, or organization from which shipment is made. For over-sea shipments, all boxes and crates will be properly strapped with wire or hoop iron. Boxes containing arms and other valuable stores will be sealed prior to shipment from ordnance establishments in accordance with special instructions from the Chief of Ordnance.

1546. The Ordnance Department will prepare official stamps for sealing boxes and distribute them to each company. Company commanders will account for them in their returns of ordnance stores and use them exclusively for purposes intended.

1547. In preparing property for shipment, the name of the invoicing officer, or of the arsenal or depot, the date of the invoice, the number, gross weight, and general contents of each box or package, and the name or designation of the receiving officer will be distinctly marked thereon prior to delivery for ship-

ment. Each quartermaster who ships or receives ordnance stores will satisfy himself that the seals on the packages are unbroken. If the seals should be broken and any stores lost, he will cause the value of the lost stores to be charged to the carrier.

1548. When stores are turned over to the Quartermaster Corps for transportation they will be accompanied by triplicate invoices, one of which will be receipted and returned by the shipping quartermaster to the invoicing officer. Duplicate invoices with duplicate receipts to be signed by the receiving officer, and a shipping list describing the contents of each box or package, will be sent direct to the receiving officer by mail, to reach him, if practicable, before the receipts of the stores. Materials procured for current use at ordnance establishments will be transported at the expense of the Ordnance Department.

RETURNS AND REPORTS.

1549. Officers accountable for ordnance and ordnance stores will render the returns and statements required by Ordnance Property Regulations.

1550. Records of artillery firing will be kept at seacoast forts and by organizations of mobile artillery, as prescribed in instructions from the War Department, and a copy forwarded directly to the Chief of Ordnance.

1551. Requisitions for blanks and blank books required for the use of the Ordnance Department will be made annually by every regiment and company, and forwarded to the Chief of Ordnance not later than April 30 of each year. Those suited to every command and arm of the service can be obtained upon application to the Chief of Ordnance. The requisitions will give the form number and state the quantity of each blank and blank book desired, based on the needs for the following fiscal year.

1552. In the care and preservation of artillery material, magazines, small arms, etc., the instructions contained in the authorized Manual of Coast Artillery and the publications of the Ordnance Department will be observed.

TESTS AND EXPERIMENTAL TRIALS.

1553. No written or pictorial description of tests by this Government of arms or munitions of war will be made for publication without the authority of the Secretary of War, nor will any information, written or verbal, concerning them which is not contained in the printed reports and documents of the War Department be given to any unauthorized person.

1554. Except by special authority of the Secretary of War, no persons other than officers of the Army and Navy of the United States and Members of Congress in their official capacity, and persons in the service of the United States employed in direct connection with such tests, will be allowed to witness the same.

1555. Until further orders, inventors and manufacturers, or their properly accredited representatives, will also be permitted to be present at tests of and experiments with their own inventions.

Commanding officers of ordnance establishments and other military posts are authorized to pass such persons into them when they present the necessary credentials, but only for the purpose stated. Access to parts of commands not involved in the tests and experiments and to any war material, or to any means of obtaining knowledge of the same, is prohibited.

ARTICLE LXXVII.

SIGNAL CORPS.

NOTE.—Regulations for the government of the Signal Corps, and for the operation and maintenance of United States military telegraph lines and cables, prepared and published by the Chief Signal Officer of the Army, under authority of the Secretary of War, are distributed to officers and men by the Chief Signal Officer. Only such regulations are herein given as are general in their nature or affect other branches of the service.

1556. The Chief Signal Officer shall have charge, under the direction of the Secretary of War, of all military signal duties and of books, papers, and devices connected therewith, including telegraph and telephone apparatus and the necessary meterological instruments for use on target ranges and for other military uses; of the construction, repair, and operation of military telegraph lines and the duty of transmitting messages for the Army, by telegraph or otherwise, and of all other duties usually pertaining to military signaling and the operations of such corps as shall be confined to strictly military matters; of the direction of the Signal Corps of the Army and the control of the officers, enlisted men, and employees attached thereto; of the supply, installation, repair, and operation of military cables, telegraph and telephone lines, and radio apparatus and stations, except as provided in paragraph 1505½; of the supply, repair, and operation of field telegraph trains and balloon trains; of the preparation and revision of the War Department Telegraph Code; of the supervision of such instruction in military signaling, telephony, and telegraphy as may be prescribed in orders from the War Department, except such as is used by the Coast Artillery in fire control and fire direction and service of submarine mines; of the procurement, preservation, and distribution of the necessary supplies for the Signal Corps and of the procurement and issue of signal equipment required in coast defense. (*C. A. R., Nos. 40 and 49.*)

1557. Men may be enlisted for the Signal Corps, at the discretion of the Chief Signal Officer of the Army, in the class or grade for which they are competent and in which there is a vacancy. They will be promoted and reduced in the class or grade, as fixed by law, by the Chief Signal Officer of the Army, or by his authority.

Master signal electricians, first-class sergeants, sergeants, corporals, cooks, and first-class privates may be reenlisted for the Signal Corps in their respective grades, and their warrants and appointments continued in force, if reenlistment be made on the day following that of discharge. Each reenlistment and continuance will be noted on the warrant or appointment. If, except in the cases of men on duty in the Philippine and Hawaiian Departments, the officer under whom the soldier is serving does not deem the continuance in force of the warrant or appointment to be for the best interests of the service, he will make a report in detail to The Adjutant General of the Army, through military channels, not less than three months prior to expiration of the soldier's term of service, in order that a decision may be made before the date of discharge and the soldier notified thereof. A similar report will be made to the commanding generals, Philippine and Hawaiian Departments, respectively, with regard to Signal Corps men stationed in those departments.

For the reenlistment of married men in the Signal Corps permission must be obtained from the Chief Signal Officer of the Army for men on duty at points other than in the Philippine and Hawaiian Departments, and from the department signal officers, Philippine and Hawaiian Departments, respectively, for men stationed in those departments. (*C. A. R., Nos. 8 and 12.*)

1558. The senior signal officer of an army in the field commands the signal parties serving therein. Orders affecting them will be transmitted through

him, and he will be responsible that they are fully instructed, adequately supplied, and that they properly perform their duties. He will keep himself informed of the position of the army and of the enemy, and, under the instruction of the general commanding, will establish his stations. He will submit reports of operations to the general commanding, and forward copies thereof to the Chief Signal Officer in Washington, to whom he will report monthly his station, the strength and condition of his parties, and all other matters pertaining to their duties and equipment.

1559. When telegraph lines are placed under charge of signal officers, they will be held responsible for their construction, maintenance, and operation. Commanding officers and others will see that the special duties of these officers are not interfered with, and upon proper application will render any assistance in their power.

1560. Communications transmitted by telegraph or signals are always confidential, and will not be revealed except to those officially entitled to receive them, or in cases specially ordered by competent military authority.

1561. Official and military messages will have precedence. Subject to modification in orders from the War Department, or by order of the commanding general of the army in the field, important dispatches will be usually sent in the following order of priority, due regard being had to the relative urgency of messages in the same class:

First. Those relating to the movement or administration of the army in the field, and of the Navy.

Second. Other messages relating to the Army, to the Navy, and to governmental departments or bureaus of the United States.

Third. Messages of State, Territorial, or other civil officials, relating to public business.

Fourth. Messages between diplomatic agents of neutral governments.

Fifth. Press messages.

Sixth. Miscellaneous business, those relating to death or serious illness having priority.

Unimportant dispatches of any class must not, however, be given precedence over important dispatches of a subordinate class.

2. Dispatches containing matter deemed to be injurious to the public interests must be submitted to the commanding general for his orders relative to their transmission. On detached lines such messages will be submitted to the senior officer or noncommissioned officer for his action.

3. Officers and soldiers are strictly prohibited from communicating, except to commanding officers or under special authorization from proper military authority, information by telegraph, or otherwise, relative to numbers, movements, or operations of troops, or details regarding fortifications, armaments, or experiments made in connection with military affairs. Neither shall they be permitted to file or send dispatches containing opinions on miltary operations or other military matters relating to any part of the army or command with which they are serving, or to any auxiliary forces.

4. Personal and press messages may, under conditions not interfering with military business, be transmitted free over field military telegraph lines that are closed to the general public.

5. The use of any cipher is forbidden, except in communication to and from commanding officers and their superiors, or in cases of civil officers specially authorized. Personal and press codes, however, may be utilized for the economical transmission of dispatches upon filing a copy of the code with the central office and under such other regulations as may be formulated by the general commanding an army in the field.

6. The chief signal officer of an army operating in the field, or of a district under military control, in carrying out his general instructions will formulate necessary regulations for the management and operation of military telegraph lines under his control. General rules should be reduced to writing, be clearly defined, and impartially enforced.

7. For signal communication between the Army and the Navy the International Morse Code shall be adopted, transmitted by radio, visual, and sound signals whenever applicable to the means of communication employed, with the single modification that in the use of the Ardois night system numerals shall be spelled out and punctuation marks shall be eliminated. The use of the International Morse Code, however, shall not be understood as prohibiting the employment between the Army and the Navy of such other systems of signaling as may be useful under special conditions, such as the International Code, the two-arm semaphore system, pyrotechnics of any description, including rockets, the Very pistol, or any other method of communication not adapted to the dot and dash code, but which at times may become serviceable and which may be temporarily agreed to by the senior officers present of the two services.

8. The International Morse Code is announced as the general service code of the Army, and will be used for all visual signaling, radio telegraphy, and on cables using siphon recorders. The American Morse Code will be used on telegraph lines, on short cables, and on field lines.

1562. Department, division, and brigade commanders will require of all organizations of their commands such instruction in visual signaling as may be necessary for the service of information within their commands. Of at least two enlisted men of each organization to which is issued signal equipment there will be required ability to send and receive messages by use of the 2-foot and semaphore signal flags at the following rates of speed: (a) 2-foot flag, general service code, at a speed equal to three combinations of five mixed letters each, per minute, over a distance not less than one mile; (b) semaphore flags, two-arm semaphore code, at a speed equal to eight combinations of five letters each, per minute, over a distance of not less than five hundred yards. (*C. A. R., Nos. 5 and 23.*)

1563. Whoever shall willfully or maliciously injure or destroy any of the works, property, or material of any telegraph, telephone, or cable line, or system, operated or controlled by the United States, whether constructed or in process of construction, or shall willfully or maliciously interfere in any way with the working or use of any such line, or system, or shall willfully or maliciously obstruct, hinder, or delay the transmission of any communication over any such line, or system, shall be fined not more than $1,000, or imprisoned not more than three years, or both.

1564. Officers of the Army and cadets of the first and second classes, United States Military Academy, may purchase from the Signal Corps articles of Signal Corps equipment, provided the property is available. They will certify that the articles are for their personal use. The price to be paid by an officer or cadet for such property will be the cost price to the Government. Code cards and instructions for visual signaling will be furnished by the Chief Signal Officer of the Army upon application. Signal supplies will be furnished by the Signal Corps to posts and such organizations as require them on requisitions approved by department commanders. All officers or other persons in the military establishment to whom signal supplies are issued will render accounts and returns therefor to the Chief Signal Officer of the Army on forms furnished for that purpose. (*C. A. R., No. 55.*)

1565. Signal supplies will be issued to the Organized Militia of the several States, Territories, and the District of Columbia in accordance with the pro-

visions of "An act to promote the efficiency of the militia, and for other purposes," approved January 21, 1903, as amended by the act of Congress approved May 27, 1908, upon proper requisition therefor.

1566. Telescopes, telephones, and expensive electrical or aeronautical apparatus of the Signal Corps, when unserviceable, will not be submitted to an inspector for condemnation without previous authority of the Chief Signal Officer of the Army.

Field glasses, when unserviceable beyond local repair, will not be submitted to an inspector, but will be shipped and invoiced to the Signal Corps General Supply Depot, Fort Wood, N. Y. (*C. A. R., Nos. 35 and 46.*)

1567. Quartermasters will issue to signal parties serving in their vicinity, on the requisition of the officer in charge, such supplies from their respective departments as may be necessary for their proper equipment and subsistence.

1568. Electrical engineers and other technical employees of the Signal Corps shall, while serving on transports or other Government vessels used as cable ships, be entitled to subsistence in the same manner as employees of the Quartermaster Corps serving thereon.

ARTICLE LXXVIII.

Uniform.

1569. The uniform and equipments of officers and enlisted men will be prescribed in special regulations published by authority of the Secretary of War.

ARTICLE LXXIX.

Manuals of Staff Departments and Blank Forms.

1570. Manuals issued by the staff departments and approved by the Secretary of War, when not in conflict with any of the provisions of these regulations or of orders or bulletins of the War Department, will have equal force therewith.

1571. The standard blank forms used in Army administration, with the notes and directions thereon, have the force and effect of Army Regulations. New forms or alterations will not be made without the authority of the Secretary of War, and the date on which a form or alteration was authorized will be printed on the form itself. All notes or directions on these blanks will, prior to their issue, be approved by the Secretary of War. These forms and lists of them will be furnished by the chiefs of the various bureaus and offices of the War Department. Requisitions therefor will call for them by number and name.

For the service of the interior, blank forms will be procured by requisition as prescribed in these regulations, in general orders, and in the manuals of the several staff corps and departments. For the service of the theater of operations, they will be procured by requisition on the staff officers at the base of operations or base of line of communications, through the division staff officers who will keep on hand an emergency supply of the blank forms of their respective staff corps and departments, preferably carried in the supply train. (*C. A. R., No. 33.*)

1572. The rendition of returns, rolls, certificates, and other documents in manuscript is prohibited when the proper printed forms therefor are on hand.

ARTICLE LXXX.

The Army Reserve.

[Established by the provisions of the second paragraph of section 2 of the Army appropriation act of August 24, 1912. (37 Stat., 590, 591.)]

1573. Regulations governing the Army Reserve are published in special regulations from the War Department. (*C. A. R., No. 55.*)

NOTE.

The Articles of War are omitted from this reprint for the reason that they are contained in the 1917 Manual for Courts-Martial.

MEMORANDUM.

Statement showing new numbers of old paragraphs of Army Regulations.

Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.
1	1.	65	65.	129	129.
2	2.	66	66.	130	130.
3	3.	67	67.	131	131.
4	4.	68	68.	132	132.
5	5.	69	69.	133	133.
6	6.	70	70.	134	134.
7	7.	71	71.	135	135.
8	8.	72	72.	136	136.
9	9.	73	73.	137	137.
10	10.	74	74.	138	138.
11	11.	75	75.	139	139.
12	12.	76	76.	140	140.
13	13.	77	77.	140½	141.
14	14.	78	78.	141	142.
15	15.	79	79.	142	143.
16	16.	80	80.	143	144.
17	17.	81	81.	144	145.
18	18.	82	82.	145	146.
19	19.	83	83.	146	147.
20	20.	84	84.	147	148.
21	21.	85	85.	148	149.
22	22.	86	86.	149	150.
23	23.	87	87.	150	151.
24	24.	88	88.	151	152.
25	25.	89	89.	152	153.
26	26.	90	90.	153	154.
27	27.	91	91.	154	155.
28	28.	92	92.	155	156.
29	29.	93	93.	156	157.
30	30.	94	94.	157	158.
31	31.	95	95.	158	159.
32	32.	96	96.	159	160.
33	33.	97	97.	160	161.
34	34.	98	98.	161	162.
35	35.	99	99.	162	163.
36	36.	100	100.	163	164.
37	37.	101	101.	164	165.
38	38.	102	102.	165	166.
39	39.	103	103.	166	167.
40	40.	104	104.	167	168.
41	41.	105	105.	168	169.
42	42.	106	106.	169	170.
43	43.	107	107.	170	171.
44	44.	108	108.	171	172.
45	45.	109	109.	172	173.
46	46.	110	110.	173	174.
47	47.	111	111.	174	175.
48	48.	112	112.	175	176.
49	49.	113	113.	176	177.
50	50.	114	114.	177	178.
51	51.	115	115.	178	179.
52	52.	116	116.	179	180.
53	53.	117	117.	180	181.
54	54.	118	118.	181	182.
55	55.	119	119.	182	183.
56	56.	120	120.	183	184.
57	57.	121	121.	184	185.
58	58.	122	122.	185	186.
59	59.	123	123.	186	187.
60	60.	124	124.	187	188.
61	61.	125	125.	187½	189.
62	62.	126	126.	188	190.
63	63.	127	127.	189	191.
64	64.	128	128.	190	192.

Statement showing new numbers of old paragraphs of Army Regulations—Continued.

Number of paragraph 1910 edition.	Number of paragraph 1913 edition.
191	193.
	193½.
192	194.
193	Rescinded.
194	195.
195	196.
196	197.
197	Rescinded.
198	198.
199	199.
200	200.
201	201.
202	202.
203	203.
204	204.
205	205.
206	206.
207	207.
208	208.
209	209.
210	210.
211	211.
212	212.
213	213.
214	214.
215	215.
216	216.
217	217.
218	218.
219	219.
220	220.
221	221.
222	222.
223	223.
224	224.
	224½.
225	225.
226	226.
227	227.
228	228.
229	229.
230	230.
231	231.
232	232.
233	233.
234	234.
235	235.
236	236.
237	237.
238	238.
239	239.
240	240.
241	241.
242	242.
243	243.
243½	244.
244	245.
245	246.
246	Rescinded.
247	247.
248	248.
249	249.
250	250.
251	251.
252	252.
253	253.
254	254.
255	255.
256	256.
257	257.
258	258.
259	259.
260	260.
261	261.
262	262.
263	263.
264	264.
265	265.
266	266.
267	267.
268	268.
269	269.
270	270.
271	271.
272	272.
273	273.
274	274.
275	275.
276	276.
277	277.
278	278.
279	279.
280	280.
281	281.
282	282.
283	283.
284	284.
285	285.
286	286.
287	287.
288	288.
289	289.
290	290.
291	291.
292	292.
293	293.
294	294.
295	295.
296	296.
297	297.
298	298.
299	299.
300	300.
301	301.
302	302.
303	303.
304	304.
305	305.
306	306.
307	307.
308	308.
309	309.
310	310.
311	311.
312	312.
313	313.
314	314.
315	315.
316	316.
317	317.
318	318.
319	319.
320	320.
321	321.
322	322.
323	323.
324	324.
325	325.
326	326.
327	Rescinded.
328	Do.
329	Do.
330	Do.
331	327.
332	328.
333	329.
334	330.
335	Rescinded.
336	Do.
337	Do.
338	Do.
339	Do.
340	Do.
341	331.
342	332.
343	333.
344	334.
345	335.
346	336.
347	337.
348	338.
349	339.
350	340.
351	341.
352	342.
353	343.
353	343.
354	344.
355	345.
356	Rescinded.
357	346.
358	347.
359	348.
360	349.
361	350.
362	351.
363	352.
364	353.
365	354.
366	355.
367	356.
368	357.
369	358.
370	359.
371	360.
372	361.
373	362.
374	363.
375	364.
376	365.
377	366.
378	367.
379	368.
380	369.
381	370.
382	371.
383	372.
384	373.
385	374.
386	375.
387	376.
388	377.
389	378.
390	379.
391	380.
392	381.
393	382.
394	393.
395	384.
396	385.
397	386.
398	387.
399	388.
400	389.
401	390.
402	391.
402½	392.
403	393.
404	394.
405	395.
406	396.
407	397.
408	398.
409	399.
410	400.
411	401.
412	402.
413	403.
414	404.
415	405.
416	406.
417	407.
418	408.
418½	409.
419	410.
420	411.
421	412.
422	413.
423	414.
424	415.
425	416.
416	417.
427	418.
428	419.

Statement showing new numbers of old paragraphs of Army Regulations—Continued.

Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.
429	420.	509	500.	588	580.
430	421.	510	501.	589	581.
431	422.	511	502.	590	582.
432	423.	512	503.	591	583.
433	424.	513	504.	592	Rescinded.
434	425.	514	505.	593	Do.
435	426.	515	506.	594	584.
436	427.	516	507.	595	585.
437	428.	517	508.	596	586.
438	429.	518	509.	597	587.
439	430.	519	510.	598	588.
440	431.	520	511.	599	589.
441	432.	521	512.	600	590.
442	433.	522	513.	601	591.
443	434.	523	514.	602	592.
444	435.	524	515.	603	521.
445	436.	525	516.	604	593.
446	437.	526	517.	605	594.
447	438.	527	518.	606	595.
448	439.	528	519.	607	596.
449	440.	529	520.	608	597.
450	441.	530	522.	609	598.
451	442.	531	523.	610	599.
452	443.	532	524.	611	600.
453	444.	533	525.	612	601.
454	445.	534	526.	613	602.
455	446.	535	527.	614	603.
456	447.	536	528.	615	604.
457	448.	537	529.	616	605.
458	449.	538	530.	617	606.
459	450.	539	531.	618	607.
460	451.	540	532.	619	608.
461	452.	541	533.	619½	609.
462	453.	542	534.	620	Rescinded.
463	454.	543	535.	621	610.
464	455.	544	536.	622	611.
465	456.	545	537.	623	612.
466	457.	546	538.	624	613.
467	458.	547	539.	625	614.
468	459.	548	540.	626	615.
469	460.	549	541.	627	616.
470	461.	550	542.	628	617.
471	462.	551	543.	629	618.
472	463.	552	544.	630	619.
473	464.	553	545.	631	620.
474	465.	554	546.	632	621.
475	466.	555	547.	633	622.
476	467.	556	548.	634	623.
477	468.	557	549.	635	624.
478	469.	558	550.	636	625.
479	470.	559	551.	637	626.
480	471.	560	552.	638	627.
481	472.	561	553.	639	628.
482	473.	562	554.	640	629.
483	474.	563	555.	641	630.
484	475.	564	556.	642	631.
485	476.	565	557.	643	632.
486	477.	566	558.	644	633.
487	478.	567	559.	645	634.
488	479.	568	560.	646	635.
489	480.	569	561.	647	636.
490	481.	570	562.	648	637.
491	482.	571	563.	649	638.
492	483.	572	564.	650	639.
493	484.	573	565.	651	640.
494	485.	574	566.	652	641.
495	486.	575	567.	653	642.
496	487.	576	568.	654	643.
497	488.	577	569.	655	644.
498	489.	578	570.	656	645.
499	490.	579	571.	657	646.
500	491.	580	572.	658	647.
501	492.	581	573.	659	648.
502	493.	582	574.	660	649.
503	494.	583	575.	661	650.
504	495.	584	576.	662	651.
505	496.	585	577.	663	652.
506	497.	586	578.	664	653.
507	498.	587	579.	665	654.
508	499.			666	655.

Statement showing new numbers of old paragraphs of Army Regulations—Continued.

Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.
667	656.	748	737.	827	813.
668	657.	749	738.	828	814.
669	658.	750	739.	829	815.
670	659.	751	740.	830	816.
671	660.	752	741.	831	817.
672	661.	753	742.	832	818.
673	662.	754	743.	833	819.
674	663.	755	744.	834	820.
675	664.	756	745.	835	821.
676	665.	757	746.	836	822.
677	666.	758	747.	837	823.
678	667.	759	748.	838	824.
679	668.	760	749.	839	825.
680	669.	761	750.	840	Rescinded.
681	670.	762	751.	841	Do.
682	671.	763	752.	842	826.
683	672.	764	753.	843	827.
684	673.	765	754.	844	828.
685	674.	766	755.	845	Rescinded.
686	675.	767	756.	846	829.
687	676.	768	757.	847	830.
688	677.	769	758.	848	831.
689	678.	770	759.	849	832.
690	679.	771	760.	850	833.
691	680.	772	761.	851	834.
692	681.	773	762.	852	835.
693	682.	774	763.	853	836.
694	683.	775	764.	854	837.
695	684.	776	765.	855	838.
696	685.	777	766.	856	839.
697	686.	778	767.	857	840.
698	687.	779	768.	858	841.
699	688.	780	769.	859	842.
700	689.	781	770.	860	843.
701	690.	782	771.	861	844.
702	691.	783	772.	862	845.
703	692.	784	773.	863	846.
704	693.	785	774.	864	847.
705	694.	786	775.	865	848.
706	695.	786½	776.	866	849.
707	696.	787	Rescinded.	867	850.
708	697.	788	Do.	868	851.
709	698.	789	777.	869	852.
710	699.	789½	778.	870	853.
711	700.	790	Rescinded.	871	854.
712	701.	791	Do.	872	855.
713	702.	792	779.	873	856.
714	703.	793	780.	874	857.
715	704.	794	781.	875	858.
716	705.	795	782.	876	859.
717	706.	796	783.	877	860.
718	707.	797	784.	878	861.
719	708.	798	785.	879	862.
720	709.	799	786.	880	863.
721	710.	800	787.	881	864.
722	711.	801	788.	882	865.
723	712.	802	789.	883	866.
724	713.	803	790.	884	867.
725	714.	804	791.	885	868.
726	715.	805	792.	886	869.
727	716.	806	793.	887	870.
728	717.	807	794.	888	871.
729	718.	808	795.	889	872.
730	719.	809	796.	890	873.
731	720.	810	797.	891	874.
732	721.	811	798.	892	875.
733	722.	812	799.	893	876.
734	723.	813	800.	894	877.
735	724.	814	801.	895	878.
736	725.	815	802.	896	879.
737	726.	816	803.	897	880.
738	727.	817	804.	898	881.
739	728.	818	805.	899	882.
740	729.	819	806.	900	883.
741	730.	820	807.	901	884.
742	731.	821	808.	902	885.
743	732.	822	809.	903	886.
744	733.	823	810.	904	887.
745	734.	824	Rescinded.	905	888.
746	735.	825	811.	906	889.
747	736.	826	812.	907	890.

Statement showing new numbers of old paragraphs of Army Regulations—Continued.

Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.	Number of paragraph 1910 edition.	Number of paragraph 1913 edition.
908	891.	984	968.	1062	1046.
909	892.	985	969.	1063	1047.
910	893.	986	970.	1064	1048.
911	894.	987	971.	1065	1049.
911½	895.	988	972.	1066	1050.
912	896.	989	973.	1067	1051.
912½	897.	990	974.	1068	1052.
913	898.	991	975.	1069	1053.
914	899.	992	976.	1070	1054.
915	900.	993	977.	1071	1055.
916	901.	994	978.	1072	1056.
917	902.	995	979.	1073	1057.
918	903.	996	980.	1074	1058.
919	904.	997	981.	1075	1059.
920	905.	998	982.	1076	1060.
921	906.	999	983.	1077	1061.
922	907.	1000	984.	1078	1062.
923	908.	1001	Rescinded.	1079	1063.
924	909.	1002	985.	1080	1064.
925	910.	1003	986.	1081	1065.
926	911.	1004	987.	1082	1066.
927	912.	1005	988.	1083	1067.
928	913.	1006	989.	1084	1068.
929	914.	1007	990.	1085	1069.
930	915.	1008	991.	1086	1070.
931	916.	1009	992.	1087	1071.
932	917.	1010	993.	1088	1072.
933	918.	1011	994.	1089	1073.
934	919.	1012	995.	1090	1074.
935	920.	1013	996.	1091	1075.
936	921.	1014	997.	1092	1076.
937	922.	1015	998.	1093	1077.
938	923.	1016	999.	1094	1078.
939	924.	1017	1000.	1095	1079.
940	925.	1018	1001.	1096	1080.
941	926.	1019	1002.	1097	1081.
942	927.	1020	1003.	1098	1082.
943	928.	1021	1004.	1099	1083.
944	929.	1022	1005.	1100	1084.
945	930.	1023	1006.	1101	1085.
946	931.	1024	1007.	1102	1086.
947	932.	1025	1008.	1103	1087.
948	933.	1025½	1009.	1104	1088.
949	934.	1026	1010.	1105	1089.
950	935.	1027	1011.	1106	1090.
951	936.	1028	1012.	1107	1091.
952	937.	1029	1013.	1108	1092.
953	938.	1030	1014.	1109	1093.
954	939.	1031	1015.	1110	1094.
955	940.	1032	1016.	1111	1095.
956	941.	1033	1017.	1112	1096.
957	942.	1034	1018.	1113	1097.
957½	943.	1035	1019.	1114	1098.
958	944.	1036	1020.	1114½	1099.
959	945.	1037	1021.	1115	1100.
960	946.	1038	1022.	1116	1101.
961	947.	1039	1023.	1117	1102.
962	948.	1040	1024.	1118	1103.
963	949.	1041	1025.	1119	1104.
964	950.	1042	1026.	1120	1105.
965	Rescinded.	1043	1027.	1121	1106.
966	951.	1044	1028.	1122	1107.
967	952.	1045	1029.	1123	1108.
968	953.	1046	1030.	1124	1109.
969	954.	1047	1031.	1125	1110.
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1382	1359.	1455	1432.	1527	1505.
1383	1360.	1456	1433.	...	1505½.
1384	1361.	1457	1434.	1528	1506.
1385	1362.	1458	1435.	1529	1507.
1386	1363.	1458½	1436.	1530	1508.
1387	1364.	1459	1437.	1531	1509.
1388	1365.	1460	1438.	1532	1510.
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1407	1384.	1479	1457.	1551	1529.
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1430	1407.	1502	1480.	1574	1552.
1431	1408.	1503	1481.	1575	1553.
1432	1409.	1504	1482.	1576	1554.
1433	1410.	1505	1483.	1577	1555.
1434	1411.	1506	1484.	1578	1556.
1435	1412.	1507	1485.	1579	1557.
1436	1413.	1508	1486.	1580	1558.
1437	1414.	1509	1487.	1581	1559.
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